

Ames Lake Water Association

Board of Directors Meeting December 12, 2017

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 **6:58 PM** on **December 12, 2017** 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.

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

- Financial Reports and Membership Count

Sherri noted that she needs a way to add/remove Board members from bank accounts more efficiently. She discussed the specific requirements to make account changes at 1st Security Bank of Washington, triggered in this case by the need to remove Jack Praino as a signatory from the bank accounts and add Jeff Villnow. 1st Security Bank of Washington requirements include the following:

- Provide 1st Security Bank of Washington with a copy of ALWA by-laws
- Provide 1st Security Bank of Washington with a copy of Board Meeting minutes authorizing Sherri as ALWA Treasurer to make account changes
- The ALWA President, Treasurer, and Secretary must appear in person at 1st Security Bank of Washington to sign revised bank documents.

Merlyn moved that Sherri Zucker as Treasurer be authorized to add and remove signatories on all bank accounts held by ALWA at all banks and depositories. Michael Bicak seconded. All approved.

Sherry moved to approve check list & EFT list, Mark Freeman seconded. All approved.

- Consultant Reports

Warren reported that the first five chapters of the Water System Plan Update form should be available for review before year end..

- System Manager Report

- Water Loss Report

- Bob noted that unaccounted for water losses have been creeping up (Oct. 8%, Nov 10.2%, Dec. 16.1%), suggesting that there are potential leaks.
- American Leak Detectors note possible issues in the Lake Area, Ridgehaven, and NE 52nd areas which will be explored further.
- Michael Bicak recommended that meters be physically inspected twice/year. Bob concurred and noted that physical inspections of this type would be a good assignment for summer interns.

- Weather Forecast

- Bob noted that the long-term weather forecast continues as colder and wetter than normal.

- View Park Property

Sherry moved to ratify a Board Motion of Dec 5, 2017 (circulated by email) to authorize ALWA President David Hoffmann to act on behalf of ALWA and sign all property sale closing and title conveyance documents related to the sale of the View Park property. Michael seconded. All approved.

- Jeff signed the motion in printed form as presented.
- Hazard Designation: Bob negotiated with Boitano to handle the slide hazard designation for a \$2K reduction in price, as opposed to their originally proposed \$3K reduction.
- Legal Lot status: ALWA contracted with Sam Rodabough (land attorney) to resolve this issue. The attorney prepared legal exhibits and an affidavit for the King County Innocent Purchaser process. The paperwork was filed with KC in early Nov. (filing fee \$958). No word back yet.

- Vista Office/Shop Project:

- Change orders no. 1 through 4 were presented for Board ratification and Bob reviewed.

Mark moved to approve Pattison General Contracting Change Orders 1 through 4 totaling \$6,771.00). Michael seconded. All approved

- Bob noted the likelihood of a 5th change order related to interior finishes, security, and other currently unforeseeable issues.

- Michael suggested that Bob have the authority to execute on-going change orders during construction. The Board discussed options for doing so while also limiting AWLA financial exposure.

Sherrri moved to grant Bob the authority to approve change orders related to the Vista Office /Shop project up to a total of \$10,000/month. Michael seconded. All approved.

- Bob reviewed the overall project schedule, with tenant improvements expected to begin in mid-December and septic install expected to begin early Jan 2018.
- Pressure Relief Valves
 - All 15 ALWA PRVs are being serviced in Jan. 2018. This is part of a 5-year service plan for the PRVs
- NE 29th Water Main Installation
 - ALWA internally installed 80 feet of 8-inch water main and a fire hydrant along NE 29th, demonstrating the value of the association's excavator
- Tolt Tank Project
 - 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
- FCS Migration
 - ITRON is ending support of MVRS, the software platform to process radio-read meters and migrate data to the ALWA billing program
 - ITRON is providing a promotional program to help customers migrate to the new Field Collection System (FCS) platform.
 - Per previous motion to move forward, ALWA is contracting for remote install of the FCS program. Costs are estimated at ~\$5,000
 - Anticipating January 2018 installation.
- Carnation Tank Solar
 - 4 additional solar panels have been installed on top of the Carnation Tank (total of 6)
- King County ROW Tax
 - ALWA provided comments to KC on the proposed Franchise/ROW Rental Ordinance on Dec 7 (Dick/Bob prepared the response)
 - The Board broadly discussed the implications of the proposed ordinance and reiterated the importance of informing membership as the situation evolves. Additional discussion was reserved for an executive session.
- Business Manager Report
 - Kristina presented an informational summary report of health insurance costs.
 - The office Holiday Party is scheduled for January 18, 2018

- Key Bank Construction Loan
 - Kristina noted that the account is open, but unfunded. She recommended that some funds be transferred into the account to make the bank required initial payments towards the shop/office project and will provide a recommended amount for the Board's consideration at the January meeting.

- Old Business – None
- Business from the Board – None
- Review of Action Items – None
- Executive Session
 - Mr. Hoffmann called for an Executive Session at 8:06 pm to discuss legal issues concerning the King County Franchise Ordinance with counsel. Kevin Guiberson and Warren Perkins departed. At 8:33 pm the Executive Session was concluded, and the regular session of the meeting resumed.
- Next Regular Meeting

The next regular meeting will be **January 9, 2018, 7:00 PM** at the Association's business office.
- Adjournment

David Hoffmann adjourned the meeting at **8:33 PM**.

Minutes prepared by Jeff Villnow, Secretary.