

**Ames Lake Water Association**  
Board of Directors Meeting October 8, 2019  
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 (ALWA) at 7:00 PM on October 8, 2019 in the Association's business office. The following Board members were present in addition to Mr. Hoffmann: Mark Freeman, Sherri Zucker, Michael Bicak and Kevin Guiberson.

Also present: Bob Pancoast (ALWA Operations Manager), Kristina Myers (ALWA Business Manager) and Richard Jonson (counsel).

- Changes or Additions to Agenda

By unanimous consent, the election of officers was added to the agenda.

- Officer Election. Officer positions were discussed.

*Mark moved to nominate and elect the existing officers (David Hoffmann, Pres; Mark Freeman, Vice Pres.; Sherri Zucker, Treas.; Jeff Villnow, Sec.) to continue in their positions for the next year or until their successors appointed. Michael seconded. All approved.*

- Business from the Floor

None.

- 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.

*Sherri moved to approve all items on the Consent Agenda. Kevin seconded. All approved.*

- Financial Reports and Membership Count

- Checklist & EFT Approval

*Sherri moved to approve the checklist. Michael seconded. All approved.*

- Consultant Reports

- Jonson & Jonson. Counsel reviewed last month's oral argument before the Supreme Court in the King County franchise fee case.
- System Manager Report
- Annual Meeting
  - The Annual Meeting on September 19 was discussed.

- Water Use
  - Water usage was in the Low range for September
- ALWA Office work
  - Bob updated the Board on the generator installation for the building and conversion of the well generator to natural gas/propane.
- Tolt Hill Reservoir Site
  - Bob reported on a fence encroachment and stated the neighbor would consent fence relocation if the Association paid for it. Estimated costs of relocation were reviewed and the Board expressed no objection.
- Pipe Breaks on 292<sup>nd</sup> off of Tolt Hill Road
  - Bob reported that the previously perceived leaks have not been detected; due to the cost of an 8 inch main replacement project and the unclear benefit, he recommended that the project be delayed until 2020 and that the situation be further monitored to determine if it can be pushed back further. The Board concurred.
- Personnel Transition
  - Bob reported on planning for his retirement next year and planned personnel changes; Jeremy will co-manage with Kristina with Jeremy running the facilities and Kristina running the office; a new field worker will be needed that is at least a DOH level 1 water operator; the Board requested that at least two candidates be identified and that the Board participate in the interview process; a summer intern to perform field maintenance may also be needed; the Board requested that personnel changes be implemented early next year even though Bob will be here until May
- Business Manager Report
  - Financial Summary
    - Kris provided an overview various account balances, accounts receivable summary, budget/actual income and expense summaries YTD
    - Kris noted that due to wet weather August water sales were down and the same thing has occurred in September
    - One of the non-responsive accounts paid in full
    - Cell Tower proposed lease terms were reviewed; she noted that notice of termination of the existing lease will need to be issued before the end of January in order to prohibit existing lease terms from continuing.
  - IRS Form 990
 

*Sherri moved to approve the IRS Form 990 as presented. Mark seconded. All approved*
- Old Business – None
- New Business - None
- Business from the Board – None
- Review of Action Items – None

- Executive Session - None

- Next Regular Meeting

The next regular meeting will be Tuesday November 12, 2019, 7:00 PM at the Association's business office.

- Adjournment

David Hoffmann adjourned the meeting at 8:5 pm

Minutes prepared by Richard Jonson, counsel.