

Ames Lake Water Association
Board of Directors Meeting April 18, 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 7:03 PM on April 18, 2019 in the Association's business office. The following Board members were present in addition to Mr. Hoffmann: Mark Freeman, Sherri Zucker, Merlyn Blue, Michael Bicak, Kevin Guiberson, and Jeff Villnow. Also present: Kristina Myers, ALWA Business Manager; and Dick Jonson, Jonson and Jonson.

- Changes or Additions to Agenda

None.

- Business from the Floor

None.

- Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

- Minutes of the March Board meeting,
- Membership Transfers,
- Water Loss Adjustments and,
- Aging Accounts.

Mark moved to approve all items on the Consent Agenda. Merlyn seconded. All approved.

- Financial Reports and Membership Count

- Checklist & EFT Approval

Sherri moved to approve the checklist and EFT transfers. Merlyn seconded. All approved

- Consultant Reports

- Jonson & Jonson

- Dick updated the Board on the King County Franchise ROW fee litigation status: The Supreme Court has accepted direct review of the case; ALWA brief is due May 15; a court decision is not expected for about a year.

- System Manager Report (Kris reported on Bob's behalf)

- Water Use
 - Water usage was in the normal range for March;
 - Unaccounted for water was 6%.

- Jeremy worked with Evergreen Rural water to leak check all valves and meters in the Tolt Hill pressure zones. Nine leaks were detected, and plans are being made to address each
- 2020 Budget
 - Kris overviewed the final 2020 budget, including all key income and expense categories and answered Board questions as needed.

Merlyn moved to approve the 2020 budget as presented by Kris. Mark seconded. All approved.
- Tolt Hill Booster Project
 - The Board reviewed the current status of the Tolt Hill Booster project, including Gray and Osborn’s proposal for engineering design services.

Merlyn moved to approve the G&O proposal for engineering design services for the Tolt Hill Booster Station dated 01/25/19, not to exceed \$84,190. Sherri seconded. All approved.
- Emergency Generator
 - The emergency generator for the Vista site has been ordered and planning/preparation for installing the generator is underway.
 - Two options/quotes for installation have been explored:
 - D-Square Energy - site preparation, installation, and project management (quote \$38,900)
 - Zorko Electric – install generator with ALWA personnel responsible for site preparation and project management (\$16,410)

Merlyn moved to hire Zorko Electric to install the emergency generator at the Vista site, with a not to exceed price of \$16,410, and ALWA managing and completing associated site preparation and other related work. Mark seconded. All approved.
- Audit
 - Kris reviewed an engagement letter from Vine Dahlen for 2019 auditing services

Mark moved to approve the Vine Dahlen engagement letter dated 03/29/19 to perform an audit of FY19 as detailed in the letter and authorize Sherri to sign on behalf of ALWA. Sherri seconded, All approved.
- Landscaping Project
 - The Board was updated on a previously approved community service project to landscape around the new office complex. Purchase of the plants and landscaping is expected to occur over the next several weeks
- Water System Plan
 - The King County Council agenda for April 17 includes a first reading of the ALWA Water System Plan
- Emergency Response Requirements for Community Water Systems

- The Board reviewed a recently published Federal Register notice from EPA pertaining to emergency planning and response requirements for community water systems
- Kris separately provided an overview of requirements as prepared by Van Ness Feldman
- Business Manager Report
 - Kris updated the Board on efforts thus far to find a replacement for Liz
 - Board recommendations: Interview at least 3 people for the position; Use a 90-day probationary period to make sure the new hire is a good fit; Involve a Board member in final interviews
 - Kris reviewed bank accounts, AR summary, and Aging Accounts
 - Kris noted that ALWA has 5 non-responsive accounts (90 days past due), 2 of which account for approximately \$12K in past due receipts, and 1 of which has been on the books for over 8 years; Dick discussed statutes of limitation that would apply to collection efforts through litigation; he was requested to review whether a severely delinquent membership could be revoked
 - A general discussion of these issues ensued.
 - Kris to bring details to the next meeting for a more in-depth review
 - 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 May 14, 2019, 7:00 PM at the Association's business office.
- Adjournment

David Hoffmann adjourned the meeting at 8:48 pm.

Minutes prepared by Jeff Villnow, Secretary.