

**Ames Lake Water Association**  
Board of Directors Meeting September 10, 2019  
7:00 P.M

## **Meeting Minutes**

- Call to Order

Mark Freeman called to order the regular meeting of the Board of Directors of Ames Lake Water Association (ALWA) at 7:00 PM on September 10, 2019 in the Association's business office. The following Board members were present in addition to Mr. Freeman: Sherri Zucker, Michael Bicak, Kevin Guiberson, and Jeff Villnow. Mr. Hoffmann arrived at 7:12

Also present: Bob Pancoast (ALWA Operations Manager) and Kristina Myers (ALWA Business Manager).

- 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 August 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
- Audited FY19 Financial Statements

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

*Sherri moved to ratify approval of the FY19 audited financial statements prepared by Vine Dahlen. Mark seconded. All approved.*

- Consultant Reports

- None

- System Manager Report

- Water Use
  - Water usage was in the Low range for August
  - Unaccounted for water was 5.2%
- King County Franchise/Right of Way

- Utility response briefings were filed with King County Superior Court in May
- King County filed its Response Brief in July
- Amicus Briefs were filed by WWUC, WPUDA, PSE, and the Rental Housing Authority in early August
- Oral arguments are scheduled for September 17 @ 0900
- ALWA Office work
  - Bob updated the Board on various small improvement projects at the office location, including principally progress towards installation of the new generator at the Office/Shop complex
- Pipe Breaks on 292<sup>nd</sup> off of Tolt Hill Road
  - Bob reported that there have been several breaks in a section of 6-inch PVC along 292nd off of Tolt Hill Road, including two previous breaks that have been repaired, and two current wet spots that are indicative of breaks
  - Bob also reported that there are no fire hydrants along 292<sup>nd</sup>, with 8 homes on the road
  - The recommended action is to replace the current 6-inch PVC line with 8-inch ductile iron; replace 4 valves; and install a fire hydrant
  - A refined schedule and cost estimate will be prepared for Board review in the Oct. meeting
- Ridgehaven Treatment Plant Demolition
  - The old Ridgehaven Well Treatment Plant has been removed and the existing roof on the well house will be replaced
- AWLA Office Facility Use
  - Per Sherri's request in the Aug Board Meeting, Bob distributed an updated version of the *ALWA Policy for Use of the ALWA Office Building*. A final discussion and review of the policy ensued with all in agreement that the policy was ready for use.
- Annual Meeting
  - The Board discussed plans for the Annual Meeting on September 19.
  - Board positions up for renewal this year include Michael Bicak and Sherri Zucker
- Business Manager Report
  - Financial Summary
    - Kris provided an overview various account balances, accounts receivable summary, budget/actual income and expense summaries YTD, long term debt status, gaining accounts
    - Kris noted that she has started discussing financing options for the planned Tolt Hill Booster project with banks and USDA
    - Re: aging accounts, 5 accounts are considered non-responsive (+90 days overdue). One of these properties has been sold and the account balance transferred to the new owner.
  - Membership Updates
    - There were 5 membership transfers and 0 new memberships in September

- Office Summary
  - FY19 Audited Financial Statements were approved by the Board and sent to the printer
  - The Annual Meeting Notice was mailed
  - Backflow testing was completed
  - The Cell Tower committee has reconvened
  - Proposals have been requested from Lock Box vendors
  - Work is on-going to create a report of well level v flow rate from SCADA data
- Office Manager Position
  - Jenny Disch successfully completed her 90 probationary period ended. Per her offer letter, she is now entitled to a \$1/hour raise and is eligible for ALWA benefits
- Company Cyber Security
  - Some steps have already been taken to ensure security, including:
    - Separation of SCADA and company servers with separate antivirus software, firewalls, and backups
    - Backups are completed in two ways: virtual server with complete daily backups, and daily backups to external hard drive
  - Systems Interface is developing an overall security plan to implement strategies and software, develop internal policies, and prepare a plan to mitigate threats should they occur
- Landscape and Building Maintenance
  - Quotes have been solicited for landscaping and indoor cleaning services
  - The Board discussed various options for obtaining the needed services
- 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 October 8, 2019, 7:00 PM at the Association’s business office.
- Adjournment

David Hoffmann adjourned the meeting at 8:00 pm

Minutes prepared by Jeff Villnow, Secretary.