

**Ames Lake Water Association  
Board of Directors Meeting February 11, 2020  
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 February 11, 2020 in the Association’s business office. The following Board members were present in addition to Mr. Hoffmann: Sherri Zucker, Michael Bicak, Kevin Guiberson, Mark Freeman, and Jeff Villnow.

Also present: Bob Pancoast (ALWA Operations Manager), Jeremy Reier (ALWA System Manager) Kristina Myers (ALWA Business Manager), Dick Jonson (Jonson and Jonson), and Tracey Brandenburg.

- Changes or Additions to Agenda

None.

- Business from the Floor

Tracey Brandenburg attended the meeting on behalf of her employer that purchased a vacant home that is owing a substantial amount of back due monthly charges. She inquired about the requirements to get water turned on at the property, which has been vacant since 2018, and specifically requested to have some fees waived.

Kris explained the rate structure and fees and Ms. Brandenburg withdrew her request for relief from the back due charges.

- Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

- Minutes of the January 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. Mark seconded. All approved.*

- System Manager Report

- King County Franchise/Right of Way Update
  - Dick described the steps to remand the case to the trial court and a proposed order of partial summary judgement
  - Involvement by ALWA and other utilities is needed to litigate the issue of what constitutes “reasonable rent”

- ALWAs franchise with KC expires in August, 2020
    - Dick recommended that ALWA submit a franchise application so that the Association is considered in good faith negotiations but to reserve the right to negotiate franchise terms
    - Little progress is expected on a new franchise until remaining issues are litigated and resolved by the trial court
  - Water Rates Letter
    - A draft of the water rates letter was provided to the Board for review, with comments requested by February 13, and preparation/delivery of the letter to members by February 21.
    - The Board reviewed and provided comments on the draft letter at the meeting
  - KC ROW Fee Letter
    - A draft of the KC ROW fee letter was provided to the Board for review, with comments requested by February 21, and preparation/delivery of the letter to members by late February/early March.
- System Operator Report
  - Water Use
    - Water usage was in the Normal range for January
    - Unaccounted for water was 5%
    - Jeremy presented a graph comparing monthly water loss rates in 2018 and 2019
  - Current Project Updates
    - New battery boxes and lithium batteries have been installed at Tolt Hill
    - A new fire hydrant was installed on 288th, bringing the total to 223
  - FY21 Project Forecast
    - Begin replacing old Iowa Fire Hydrants
      - Currently have 19 Iowa hydrants in service
      - Anticipate about 5 replacements/year (~\$18K/yr)
    - Upgrades at the Tolt Booster Station
      - Modifications to phase 2 plan will save an estimated \$100K
      - G&O will provide a refined estimate for Phase 2 costs once design is complete
    - Improvements to GIS/Asset Management software (InfraMap)
      - Working with G&O, estimated cost ~\$7K-\$10K
    - Water Main Replacement
      - Problematic main on NE16th and 292nd PL NE
      - Initial step is to replace thin-wall 2-inch line that has broken twice
      - Estimated cost ~\$5K-\$7K
    - Potential in-line meters on some mains to help ID water loss by route
  - Full Time Water Operator
    - Bob updated the Board on the need for and efforts to hire a full-time water operator after his retirement

- A job opening will be posted in February at Evergreen Rural Water, WA Water and Sewer Districts, WA Environmental Training Resource Center
  - Schedule
    - Applications in early March
    - Interviews late March-early April
    - Job Offer late April
    - On board in May
  - The Board discussed pay ranges, participation in the interview process, and overall requirements for the number full time equivalent employees needed to properly run and manage the system
- Business Manager Report
  - Kris provided updates related to Banking, Accounts Receivable, Budget v Actual, Aging Accounts, Transfer of a Delinquent Account, Long-Term Debt, and Membership Updates
  - Office work summary
    - insurance review is on-going; American Tower let the office know that they are working on a response to Association's non-renewal notice; quarterly taxes, year-end taxes, and W-2s were filed on time
  - FY2021 Budget
    - An initial draft of FY20/21 budget will be presented at the March meeting
    - Included will be estimates of 2021 new projects, costs for new operator, new printer, and computer upgrades
    - To complete the draft, Kris asked for Board direction on the following:
      - Cost of living and merit increases
      - Consideration of pay adjustments after transfer of Bob's workload and responsibilities between Jeremy and Kris
- Old Business – None
- New Business - None
- Business from the Board – None
- Review of Action Items – None
- Executive Session
  - An Executive Session was called at 8:05 to discuss Kris' questions pertaining to human resource needs and costs in the FY21 budget. Kris and Jeremy exited and a few minutes later, Bob exited.
  - The Board came out of executive session at 8:45
- Next Regular Meeting
  - The next regular meeting will be Tuesday March 10, 2019, 7:00 PM at the Association's business office.
- Adjournment
  - David Hoffmann adjourned the meeting at 8:46 pm

**Minutes prepared by Jeff Villnow, Secretary.**