

**Ames Lake Water Association  
Board of Directors Meeting March 10, 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, Merlyn Blue, and Jeff Villnow.

Also present: Bob Pancoast (ALWA Operations Manager, via phone), Jeremy Reier (ALWA System Operator), Kristina Myers (ALWA Business Manager), Dick Jonson (Jonson and Jonson), and Warren Perkins (Gray and Osborne).

- Changes or Additions to Agenda

Mr. Hoffmann added an agenda item to discuss to novel Corona Virus situation

- Business from the Floor

None.

- Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

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

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

- Financial Reports and Membership Count

- Checklist & EFT Approval

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

- Consultant Reports

- Jonson and Jonson
  - American Tower
    - The American Tower lease expires July 1. Notice of non-renewal has been issued. A general discussion of the current status of negotiations with American Tower ensued
  - King County Franchise ROW
    - There are no changes in the King County Franchise ROW situation since February's meeting. Negotiations over a new franchise may commence later this year

- System Manager Report
  - Incorporated in reports by Jonson and Jonson and ALWA System Operator
- System Operator Report
  - Water Use
    - Water usage was in the Normal range for February
    - Unaccounted for water was 5%
  - Current Project Updates
    - Commercial Grade humidifiers installed at Daniels Ranch and 52<sup>nd</sup> St booster station
    - Upgrades at the Tolt Booster Station
      - G&O working on a refined estimate for Phase 2 costs
  - FY21 Project Summary
    - Continue replacing old Iowa Fire Hydrants
      - Anticipate about 5 replacements/year
      - Budget: \$20K/year
    - 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
      - Budget: \$10K
  - Ames Lake Bridge Replacement
    - Jeremy briefed the Board on options and timeframes currently being considered for the Ames Lake Road Trestle Bridge replacement, including potential implications to ALWA operations
- 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
  - Full Time Water Operator
    - The Board was briefed on current status of efforts to recruit a full-time water operator, including plans to interview in late March/early April and fill the position by mid-May
  - Office Printer
    - The office printer is failing and will be replaced using funds already approved in the FY20 budget
  - Office work summary
    - The insurance review is complete. Current insurance coverage is adequate
    - The water rates letter was mailed to the Membership on 2/25/20
    - The King County Franchise ROW letter will be mailed to the Membership on 3/13/20
  - FY2021 Budget

- Kris overviewed the FY20/21 budget, including
      - Income
      - Cash flow projection and need for loan
      - Capital improvements
      - Miscellaneous expenses
      - Interest expenses
      - Meetings and conferences
      - Office expenses
      - Taxes and insurance
      - Operations supplies, licenses, and permits
      - Repairs and maintenance
      - Professional services
      - Occupancy expenses
      - Personnel expenses
  - Old Business – None
  - New Business
    - The Board discussed implications of the novel coronavirus pandemic
    - David asked that the Board be brief on AMWA’s emergency operations plans
  - Business from the Board – None
  - Review of Action Items – None
  - Executive Session
    - An Executive Session was called at 9:10 to discuss FY20/21 payroll budget. Bob, Kris, Jeremy, and Warren exited the meeting
    - The Board came out of executive session at 9:56
- Michael moved to approve the FY20/21 payroll budget. Merlyn seconded, All Approved*
- Next Regular Meeting
    - The next regular meeting will be Tuesday April 14, 2019, 7:00 PM at the Association’s business office.
  - Adjournment
    - David Hoffmann adjourned the meeting at 10:00 pm

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