

**Ames Lake Water Association  
Board of Directors Meeting April 14, 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 7:02 PM on April 14, 2020. The meeting was conducted via webinar due to the Washington Stay Home Stay safe order. 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 Parker (ALWA Business Manager), Dick Jonson (Jonson and Jonson), and Warren Perkins (Gray and Osborne).

- 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.

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

- Financial Reports and Membership Count

- Checklist & EFT Approval

*David moved to approve the checklist. Mark seconded. All approved.*

- Consultant Report

- Dick provided an update on the King County Franchise Fee, noting that a special legislative session is likely after the Stay Home Stay Safe order is lifted.

- System Manager Report

- American Tower
  - Michael noted that there is still no response from American Tower re: their expiring lease
  - Dick confirmed that the lease expires July 31

- The Board discussed the situation, and recommended that a second letter be sent to American Tower ~ May 29
- System Operator Report
  - Water Use
    - Water usage was in the Normal range for April
    - Unaccounted for water was 5.7%
  - Emergency Preparedness
    - Jeremy overviewed current ALWA emergency preparedness plan and capabilities
      - ALWA has 4 certified on-call operators, two additional certified on-call operators for emergencies, and mutual aid agreements with Sallal Water Association, Fall City Water District, Union Hill Water Association, and NE Sammamish Plateau Water
  - ALWA water right No. G1-26449 has received certification by Ecology, dated April 14, 2020
  - A new water operator has been hired – Kyle Kramer
  - March Project Updates
    - Nine valves were exercised
  - FY20/21 Projects
    - Update the ALWA Emergency Response Plan
      - Plan should be updated every 5 years
      - Includes vulnerability assessment
    - America’s Water Infrastructure Act of 2018
      - Requires community water systems to complete risk and resiliency assessments and emergency response plans by June 30, 2021
      - Applies to systems with populations of 3,300 or more. ALWA currently is ~3,200
- 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
    - 20 delinquent notices and 12 door hangers were sent out in March
    - As part of the ALWA response to Covid 19, no late fees or delinquent notice fees were charged in March
    - The Board further discussed temporary policies related to the Covid 19 situation

*David moved to suspend late fees, delinquent notice fees, and water shutoffs through the end of June 2020 in response to the Covid 19 pandemic. The topic will be revisited at the June Board Meeting for possible extension, as needed. Michael seconded. All Approved*

- The Water Rate letter was mailed to the membership on 02/25/20. New fees will go into effect May 1
- Audit schedule was discussed and the possibility of a delay. Kris will follow-up with a schedule at the next Board meeting.

- The Tolt Booster project will need financing. The current estimate for Phases 1 and 2 is ~\$1,450,000
  - Kris overviewed terms from three potential lenders: Key Bank, 1<sup>st</sup> Security Bank, and USDA Rural Development
  - Warren previewed USDA RD loan requirements, including the need for a cultural resources survey and a detailed engineering/funding application
  - The Board broadly discussed USDA RD loan criteria and application requirements

*Michael moved to approve a not-to-exceed amount of \$20,000 for engineering services for both the cultural resource survey and the engineering/funding application, contingent on favorable feedback from USDA RD regarding ALWA's existing banking arrangements. Mark seconded. All approved.*

- Office work summary
  - No update yet from American Tower
  - Kris discussed the costs and benefits of an available update for CUSI software

*Michael moved to authorize Kris to purchase the CUSI upgrade for \$16,380 with a 12 month no-interest payment plan if available. Sherri seconded. All approved*

- FY2021 Budget
  - Kris reviewed the updated FY20/21 budget

*Michael moved to approve the FY20/21 budget as presented by Kris. Kevin 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 May 12, 2020, 7:00 PM. The meeting will be conducted via webinar.
- Adjournment
  - David Hoffmann adjourned the meeting at 8:56 pm

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