

**Ames Lake Water Association  
Board of Directors Meeting May 12, 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 7:26 PM on May 12, 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, Merlyn Blue, 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

Michael commented on Bob Pancoast's many contributions to ALWA over the years and offered the Board's heartfelt thanks for his hard work and vision.

*Michael moved to rename the ALWA office and warehouse building the "Bob Pancoast Building" and to authorize the expenditure of \$500 to install a plaque in Bob's honor. Merlyn seconded. All approved*

- Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

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

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

- Financial Reports and Membership Count

- Checklist & EFT Approval

*Merlyn moved to approve the checklist. Kevin 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 updated the Board on the latest communications with American Tower, noting that a letter had been sent from ALWA to American Tower and a reply had been received
  - American Tower took exception to several provisions of the proposed terms. David briefed the Board on the issues and led a discussion of potential solutions
  - Michael overviewed real and perceived costs associated with the tower
  - The Board debated the issues and provided direction to the negotiating team
- System Operator Report
  - Water Use
    - Water usage was Above Normal for May
    - Unaccounted for water was 8.6%
  - Eddie Bauer Property Development
    - The property's real estate agent has been in communication with ALWA and Sammamish Plateau Water and Sewer District
    - SPWSD proposed to transfer 7 parcels from ALWA water service area to SPWSD and for SPWSD to annex unclaimed area between the ALWA and SPWSD boundaries
    - SPWSD connection fees are more expensive than ALWA
    - Eddie Bauer would prefer that the entire development be served by ALWA
    - Warren stated that due to the lack of proximity of ALWA water system facilities and the pressure zone, service to the property by ALWA would be costly. He stated that Eddie Bauer owned property on the south side of Union Hill Road and if and when that area develops, ALWA would be able to easily serve it
    - The Board discussed the pros and cons of the proposed service area changes at length and expressed a preference to not take on the Eddie Bauer development

*Michael moved to authorize Jeremy to negotiate the deletion of the service area parcels identified in SPWSD's proposal. Kevin seconded. All approved*

*Mark moved to authorize Jeremy to adjust the ALWA service area boundary to include parcel 1325069022. Merlyn seconded. All approved.*

- A new Water System Operator has been hired (Kyle)
- April Project Highlights
  - Installed a new humidifier at American Hills
  - Rebuilt the Number 1 booster pump at the Tolt Hill Booster Station
  - Replaced failed VFD fans at Daniels Ranch
- FY20/21 Projects Update
  - Tolt Tank Fence
    - Relocation of the fence will begin May 19
    - 3 fence bids were received
  - Proposal to build Tolt Booster Station PRV vaults

- ALWA purchase and install 2 vaults and all internal mechanical valves, piping, and related equipment – saving approximately \$20K in contractor fees

*Merlyn moved to authorize the purchase of 2 vaults and all internal components to build PRV stations for the Tolt Hill Booster Project. Michael seconded. All approved.*

- 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
    - 3 new memberships were sold in April
    - 13 delinquent notices were sent out, but no door hangers
    - No services were shut off
    - 3 accounts were considered non-responsive
    - As part of the ALWA response to Covid 19, no late fees or delinquent notice fees were charged in April
  - The audit summary and audit schedule are back on track
    - Schedule List to ALWA – June 1
    - Initial item requests to Vine Dahlen – June 8
    - Remaining item requests to Vine Dahlen – June 15
    - Field audit – July
    - Audit finding due to Board – Aug 7
  - Kris is working to complete development of written procedures and policies during the 2020 audit process
  - Annual Meeting
    - The annual meeting was scheduled for Sept. 24
    - Although the meeting can be conducted on-line, the by-laws require that it be a live event v a recording
  - As previously discussed, the Tolt Booster project will need financing. The current estimate for Phases 1 and 2 is ~\$1,450,000
    - Further evaluation revealed that USDA will not qualify ALWA for a loan due to the median household income in the area.
    - Bank and 1<sup>st</sup> Security Bank remain interested in funding the project
  - Office work summary
    - No update yet from American Tower
    - Kris discussed the costs and benefits of an available update for CUSI software
- 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 June 9, 2020, 7:00 PM. The meeting will be conducted via webinar.
- Adjournment
  - David Hoffmann adjourned the meeting at 9:28 pm

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