**Ames Lake Water Association**

**Board of Directors Meeting June 9, 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 June 9, 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: 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 May Board meeting,
  + Membership Transfers,
  + Water Loss Adjustments and,
  + Aging Accounts.

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

* Financial Reports and Membership Count
  + Checklist & EFT Approval

*Michael moved to approve the checklist. Kevin I didn’t get this one seconded. All approved.*

* Consultant Report
  + Xx My notes indicate that Dick had an update that the King County court is back logged and talked about the easement / property dispute.
* System Operator Manager Report
  + Water Use
    - Water usage was Normal for June
    - Unaccounted for water was 8.7%
  + Tolt Booster Station Project
    - The King County permit for the project is expected prior to the next Board meeting
    - Dept of Health is wrapping up its final review. Gray and Osborne has responded to all DOH questions
    - Vaults, valves, and mechanical fittings have been ordered
  + Annual Water Quality Report
    - Ready to be mailed June 11
  + Notable May Projects
    - Installed leaf filter on office building
    - Installed three new services for homes under construction
    - Replaced failed check valve for booster pump 2 at Tolt Booster Station
    - Completed new fence at Tolt Tank Site
    - Main break at North end of Ames Lake
      * Coupling broken by cable company
  + FY20/21 Projects Update
    - Reviewed current meter installation fees

*Merlyn moved to increase water service meter installation fee from $350 to $400 at locations with an existing meter setter and box, and from $1,000 to $1.250 at locations without an existing meter setter and box. Sherri 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
    - 6 memberships were transferred in May
    - No new memberships were sold in May
    - 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 May
    - There was a Board motion by Michael to extend no late fees or delinquent notices until August 31st. Mark seconded.
  + 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 1st Security Bank remain interested in funding the project
  + Office Schedule Summary
    - June 1 – Vine Dahlen schedules List to ALWA
    - June 8 - Initial item requests to Vine Dahlen
    - June 15 - Remaining item requests to Vine Dahlen
    - July - Fieldwork audit
    - July 14 – Board Meeting
    - July 26 – President’s Letter mailed
    - July 31 – Quarterly taxes due
    - Aug 11 – Audit and financial statements presented to Board
    - Sept 8 – Board meeting
    - Sept 9 – Mailing for Annual meeting
    - Sept. 24 – Annual meeting
  + American Tower Lease
    - Mike Jonson drafted a new lease for tower committee review
    - Outstanding committee items
      * Amount to request for capital improvements/projects
      * Amount to request for administrative costs
* 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 July 14, 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.**