**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.**