

**Ames Lake Water Association
Board of Directors Meeting August 17, 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 7:05 PM on August 17, 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, Merlyn Blue, Jeff Villnow and Mark Freeman.

Also present: Jeremy Reier (ALWA System Manager) Kristina Parker (ALWA Business Manager), Richard Jonson (Jonson and Jonson), Warren Perkins (Gray and Osborne), and Lisa McKiernan and Matt Bowers (Vine Dahlen).

- Changes or Additions to Agenda

None.

- Business from the Floor (includes post-meeting discussion and motion deemed ratified upon approval of these minutes)

- Matt Bowers (Vine Dahlen) provided an overview of the 2019 draft financial statement
- The Board discussed notes related to Covid 19 policies, liquidity, significant account policies, and the King County right of way.
- Following the meeting, Vine Dahlen adjusted the draft financial statement based on Board input
- On August 21, Kris circulated the revised draft to the Board for review/approval.

On August 24, Mark Freeman moved via email to accept the auditors report with changes proposed by the Board during review of the August 21 draft. Sherri seconded. The motion was passed.

- Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

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

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

- Financial Reports and Membership Count

- Checklist & EFT Approval

Mark moved to approve the checklist. Sherri seconded. All approved.

- Consultant Reports (none)

- System Operator Manager Report
 - Water Use
 - Water usage was Below Normal for July
 - Unaccounted for water decreased to 3.5%
 - Leak Survey
 - A leak survey was conducted by Utility Services Associates, with focus on fire hydrants, mainline valves, and water meters around Ames Lake and Ridgehaven
 - One leak was detected at a service connection
 - King County Guard Rail Replacement
 - Jeremy briefed the Board on guard rail replacement activities along Ames Lake – Carnation Road NE
 - Future Eddie Bauer Development
 - Jeremy briefed the Board on the current status of the Eddie Bauer development, including discussions with Sammamish Plateau Water and Sewer District and the need to update the water system, plan
 - Siler's Ridge Development
 - Jeremy briefed the Board on the Siler's Ridge Development, including three possible options for ALWA consideration
 - Option A
 - ALWA provides service to ~ 11 lots within current service area
 - ALWA transfer 11+ lots to SPWSD
 - WPWSD receives ~31 lots
 - Option B
 - ALWA serve ~22+ lots within current service area
 - SPWSD receives 20 lots
 - Option C
 - ALWA serves all 42 lots
 - SPWSD transfers all lots within current and future service area to ALWA
 - The Board discussed the pros and cons of the three options and preferred A or B.
 - Notable July Projects
 - Jeremy reported that 17 valves were exercised in July
 - Update on Cell Tower Lease
 - A new lease proposal was sent to ATC on June 30
 - The existing lease expired on July 31, and an offer to extend the lease for 4 months expired without action on August 7
 - ATC requested a 12-month lease extension
- 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
 - 18 delinquent notices were mailed

- 3 accounts are non-responsive
- No door hangers were delivered
- No services were shut off
- As part of the ALWA response to Covid 19, no late fees or delinquent notice fees were charged in July
- Governor Inslee extended the suspension on charging late fees and water shut offs to October 15.

Merlyn moved to offer to extend the ALWA Covid 19 policy until October 15, 2020. Mark seconded. All approved.

- Kris presented a recommendation to close the Opus account and transfer the funds to a new Washington Federal account

Michael moved to transfer funds from the Opus account to a new Washington Federal account provided Washington Federal upon receipt of successful stress test information from Washington Federal. Merlyn seconded. All Approved

- Office Updates
 - The President's Letter was mailed
 - Two positions are up for re-election in 2020 (David and Jeff)
 - New billing software implementation has started
 - Office staff are proactively engaging in goal setting exercises
- New Business – None
- Business from the Board – None
- Review of Action Items – None
- Executive Session
 - The Board entered executive session at 9:29 to discuss personnel and legal matters with counsel. Warren, Kris, and Jeremy departed. The regular session of the meeting resumed at 10:08 am.
- Next Regular Meeting
 - The next regular meeting will be Tuesday September 8, 2020, 7:00 PM. The meeting will be conducted via webinar.
- Adjournment
 - David Hoffmann adjourned the meeting at 10:08 pm

Minutes prepared by Jeff Villnow, Secretary.