

**Ames Lake Water Association
Board of Directors Meeting January 12, 2021
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 January 12, 2021. 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, and Jeff Villnow.

Also present: Jeremy Reier (ALWA System Manager), Kris Parker (ALWA Director of Finance and Administration), Richard Jonson (Jonson and Jonson), Warren Perkins (Gray and Osborne), and Keenan Ferar(Gray and Osborne).

- Changes or Additions to Agenda - None.

- Business from the Floor

Warren stated that due to his upcoming retirement, Keenan Ferar will be replacing Warren Perkins as Gray and Osborne's primary point of contact with ALWA. Keenan introduced himself and provided a summary of his education and experience.

- Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

- Minutes of the December 2020 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

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

- Consultant Reports

Warren reported that the Tolt Hill Booster Station bid documents are ready to release, but will be held until necessary easements are secured.

- System Manager Report

- Water Use
 - Water usage was 4.4M gallons in December
 - Unaccounted for water was 3.8%
- Ames Lake Trestle Bridge
 - Work on replacement of the Ames Lake Trestle Bridge is not expected to begin until 2023

- There will not be a temporary bridge in place during construction
 - ALWA is interested in hanging an 8-inch water main underneath the bridge
- Sallal On-Call Agreement
 - Sallal had not reviewed the draft on-call agreement as of the ALWA January Board meeting, but Jeremy does not expect any issues
- Tolt Booster Station Easements
 - Jeremy briefed the Board on the status of efforts to obtain easements from from Fil Alleva pertaining to the Tolt booster station project.
 - Mr. Alleva is working with his title company to prepare draft documents for review
- Tolt Booster Station Pressure Reducing Valve Vaults
 - Bids have been received for site work and installation of the Tolt Booster Station valve vaults
 - Jeremy reviewed the bid items and costs and recommended selection of Fury Site Works
 - A pre-construction meeting is scheduled with King County January 21, with vaults scheduled to be set late January to early February. Site work is expected to take about 2 days
- Iowa Fire Hydrant Replacement Program
 - Focus is on replacing 5 old Iowa hydrants and associated old PVC or asbestos cement pipe with ductile iron
- Maintenance
 - Jeremy discussed efforts to update ALWAs asset management system and maintain/upgrade meters

Michael moved to accept Jeremy's recommendation and approve a contract with Fury Site Works for installation and related site for the Tolt Booster Station valve vaults for a Not-to-Exceed value of \$20,000. Merlyn seconded. All approved.

- Business Manager Report
 - Kris provided updates related to Banking, Cash Flow, Accounts Receivable, Budget v Actual, Aging Accounts, Transfer of a Delinquent Account, Long-Term Debt, and Membership Updates
 - 40 delinquent notices were mailed
 - 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
 - Tolt Booster Station Funding
 - Current estimate for Phase 1 and Phase 2 is ~\$1.45M
 - Kris is discussing project financing options with Key Bank and 1st Security Bank
 - Project timeline has shifted to spring 2021
 - Office Update
 - Jenny has a new laptop and monitors
 - The new billing software is in use
 - Career planning and goal setting continues for the office staff

- Retail Lockbox Update – Kris asked Retail Lockbox to revisit their pricing and come back with a revised proposal. They did so, but are requesting a three-year contract, which she does not recommend. The Board concurred in letting the existing contracts run out.
- American Tower Update – A revised lease is expected by Jan. 21 for ALWA review

Michael moved to approve the FY2020 990 form. Mark seconded. All approved.

- New Business
 - Michael asked about IT security measures currently in place and Kris noted that ALWA data are backed up nightly on two different servers.
 - Kris will discuss security procedures/options in more detail with IT consultant.
- Business from the Board – None.
- Review of Action Items – None.
- Executive Session – None.
- Next Regular Meeting
 - The next regular meeting will be Tuesday February 9, 2021 at 7:00 PM. The meeting will be conducted via webinar.
- Adjournment
 - David Hoffmann adjourned the meeting at 8:08 pm

Minutes prepared by Jeff Villnow, Secretary.