

**Ames Lake Water Association
Board of Directors Meeting November 10, 2020
7:00 P.M**

Meeting Minutes

- Call to Order

Mark Freeman called to order the regular meeting of the Board of Directors of Ames Lake Water Association (ALWA) at 7:05 PM on November 10, 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. Freeman: Sherri Zucker, Michael Bicak, Kevin Guiberson, Merlyn Blue, and Jeff Villnow.

Also present: Jeremy Reier (ALWA System Manager) Kristina Parker (ALWA Director of Finance and Administration), Richard 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 October Board meeting,
- Membership Transfers,
- Water Loss Adjustments and,
- Aging Accounts.

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

- Financial Reports and Membership Count

- Checklist & EFT Approval

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

- Consultant Reports

Dick briefed the Board on the current status of the King County Right of Way Fee dispute and ALWA Franchise

- Pursuant to the franchise fee ordinance, water purveyors are granted a credit for the cost of water for fire protection service
- The Board discussed various methods for calculating fire protection service costs
- An analysis of fire protection service costs will be required to justify the amount of the credit
- Warren will develop a proposal to calculate fire protection service costs for consideration at the December Board meeting

- System Manager Report
 - Water Use
 - Water usage was 5.2M gallons in October
 - Unaccounted for water was 2.6%
 - Updates Planned for the December Board Meeting
 - Developer Extension Agreement
 - Dick noted a proposed agreement template has been previously provided; he added that dedications of public right of way in new plats are recorded at the County and ALWA may have an opportunity to provide input as to the form of dedications to include rights specific to ALWA to install and operate water mains
 - Gray and Osborne engineering proposal to estimate fire protection service cost
 - Tolt Booster Station
 - 2020/2021 Maintenance
 - American Hills Chlorine Analyzer – Kyle has been trained on the requirements of the 6-month maintenance program
 - Carnation Tank Pressure Transducer - Jeremy updated the Board on issues involving a failed pressure transducer
 - NE 52nd St Booster - Jeremy updated the Board on issues involving a failed check valve on booster pump 2
 - Storage Tank Cleaning – Tank tops are being cleaned of moss, tree debris, etc.
 - Business Manager Report
 - Kris provided updates related to Banking, Cash Flow, Accounts Receivable, Budget v Actual, Aging Accounts, Long Term Debt, and Membership Updates
 - 22 delinquent notices were mailed
 - No door hangers were delivered
 - No services were shut off
 - 3 accounts remain non-responsive
 - As part of the ALWA response to Covid 19, no late fees or delinquent notice fees were charged in October
 - Office Updates
 - New billing software was installed in September, tested/trained in October, and implemented in November. Kris is working on documentation for the new system
 - Q3 taxes were filed timely
 - The 990 draft has been prepared and emailed to the Board for review and approval at the December Board Meeting
 - Office Personnel Medical Insurance
 - Kris briefed the Board on CY21 medical insurance options and rate quotes
- Michael moved to maintain the current medical insurance plan for all employees in CY2021. Sheri seconded. All approved.*
- Sallal On-Call Rate Agreement
 - Kris briefed the Board on discussions to establish mutually accepted standard rates for on-call support with Sallal

- Both organizations prefer a flat rate for call-out hourly support vs the current approach (1.5x with a 3-hour minimum response time)

Michael moved to establish a flat rate of \$50/hour with a 3-hour minimum, effective November 27, and contingent on Sallal agreeing to the same conditions. Merlyn seconded. All approved.

- Banking
 - Per October Board meeting direction, \$100,000 was transferred from the Key Bank operating account to 1st Security bank (\$50,000) and WaFed (\$50,000)

Merlyn moved to ratify the transfer of \$100,000 from Key Bank to 1st Security bank (\$50,000) and WaFed (\$50,000). Michael seconded. All approved.

- American Tower
 - A letter was sent to ATC/VW on November 6 with ALWA responses to major open discussion items and schedules
- Lockbox Services
 - Kris sent a termination notice to current lockbox provider RTL
 - RTL responded with reference to an agreement signed in 2012 and claimed that ALWA would owe over \$16,000 to cancel the service prematurely
 - The Board discussed options and elected to stay with RTL until the current service can be canceled without penalty in 2021

- 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 December 8, 2020, 7:00 PM. The meeting will be conducted via webinar.
- Adjournment
 - Mark Freeman adjourned the meeting at 8:37 pm

Minutes prepared by Jeff Villnow, Secretary.