

**Ames Lake Water Association  
Board of Directors Meeting September 8, 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 7:08 PM on September 8, 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, Mark Freeman, and Jeff Villnow.

Also present: Jeremy Reier (ALWA System Manager) Kristina Parker (ALWA Business Manager), 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 August 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

*Michael moved to approve the checklist. Sherri seconded. All approved.*

- Consultant Reports

None.

- System Operator Manager Report

- Water Use
  - Water usage was 9.2M gallons in August
  - Unaccounted for water decreased to 2.5%
- Tolt Hill Booster Pump station
  - Jeremy briefed the Board on a recommendation to obtain two easements from the property owner on the south side of Association's Tolt Hill property in connection with the Tolt Hill Booster Pump Station project. Valuation of the

easement area was discussed and Jeremy noted that the property owner was cooperative.

*Michael moved to authorize procurement of two easements from the adjacent property owner on the south side of the Association's Tolt Hill property relating to the Tolt Hill Booster Station project in the amount of \$1,750. Merlyn seconded. All approved.*

- Tax Parcel 1325069022
  - Sammamish Plateau Water and Sewer District (SPWSD) provided ALWA with a letter stating they do not intend to serve the subject parcel.
  - King County Utilities Technical Review Committee and East King County Rural Water Association accepted ALWA's request to annex the subject parcel into the ALWA service area.
- Future Eddie Bauer and Siler's Ridge Developments
  - SPWSD has not engaged on the Siler's Ridge Development issues since February
  - SPWSD will analyze viability of looping two dead end water mains
  - On-going discussions indicate that SPWSD may not be as expensive an option for the development as previously indicated

- 2020/2021 Project Updates

- Tolt Booster Station
  - Received King County building permit
  - KC right of permit application has been submitted
  - Financing options have been tentatively approved by two banks

*Mark moved to approve to put the Tolt Booster project out to bid. Michael seconded. All approved.*

- Business Manager Report

- Kris provided updates related to Banking, Accounts Receivable, Budget v Actual, Cash Flow, Long Term Debt, Aging Accounts, and Membership Updates
  - 18 delinquent notices were mailed
  - No door hangers were delivered
  - No services were shut off
  - 3 accounts are non-responsive
  - As part of the ALWA response to Covid 19, no late fees or delinquent notice fees were charged in August
  - Governor Inslee extended the suspension on charging late fees and water shut offs to October 15.
  - The ALWA Board's suspension of late fees, delinquent notice fees, and shut offs extends through October 15.
- Office Updates
  - Annual Meeting materials were printed and readied for mailing
  - New billing software was installed, and testing/training began
  - Kris ordered a new laptop
  - A new account is being opened with WaFd per the July Board meeting

*Sherri moved to add Kyle Kramer to the Key Bank Small Purchases account and to also receive a debit card for the account. Michael seconded. All approved.*

- Office Personnel Goal Setting
  - Kris briefed the Board on her efforts to develop short, mid, and long range professional goals for the office team
- 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
  - Recent conversations have been positive, and progress is being made on the negotiations
- Lockbox Services
  - Kris researched new lockbox services and obtained three quotes
  - Kris briefed the Board on the options and recommended moving forward with Key Bank's lockbox service

*Michael moved to authorize Kris to switch from RTC to Key Bank lockbox service provided Key Bank can use the same OCR. Merlyn seconded. All approved.*

- Annual Meeting
  - The Board discussed security issues and other nuances of hosting the Annual meeting via a web-based conference call system.
- New Business – None
- Business from the Board – None
- Review of Action Items – None
- Executive Session
  - The Board entered executive session at 8:32 pm to discuss personnel and legal matters with counsel. Warren, Kris, and Jeremy departed. The regular session of the meeting resumed at 9:18 pm.

*Kevin moved to authorize the Board President to revise the job title and compensation for the ALWA Business Manager. Merlyn seconded. All approved.*

- Next Regular Meeting
  - The next regular meeting will be Tuesday October 13, 2020, 7:00 PM. The meeting will be conducted via webinar.
- Adjournment
  - David Hoffmann adjourned the meeting at 9:20 pm

**Minutes prepared by Jeff Villnow, Secretary.**