

**Ames Lake Water Association  
Board of Directors Meeting July 13, 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 7:13 PM on July 13, 2021. The meeting was conducted at the ALWA business office. The following Board members were present in addition to Mr. Hoffmann: Sherri Zucker, Michael Bicak, Merlyn Blue, Mark Freeman, and Jeff Villnow. Kevin Guiberson attended via webinar.

Also present: Jeremy Reier (ALWA System Manager), Kris Parker (ALWA Director of Finance and Administration), Richard Jonson (Jonson and Jonson), and Keenan Ferar (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 June 2021 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

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

- Consultant Reports
  - Kenan briefed the Board on efforts to estimate fire flow costs as an offset to King County's demand for right of way rent
    - An estimated 60% of ALWA's infrastructure directly supports fire flow needs
  - Dick overviewed the status of litigation surrounding the proposed KC right of way fees.
- System Manager Report
  - Water Use
    - Water usage was 6.9M gallons in June, a 900,000-gallon increase from May
    - Unaccounted for water loss was 3.6%
  - June Heat
    - Jeremy discussed the system's performance during the unprecedented heat in late June

- The Board discussed the importance of evaluating system needs and emergency response operations in relation to both winter storms and increasingly significant summer heat and drought.
  - Jeremy briefed the Board on repairs made to a leaking blowoff valve
  - Jeremy briefed the Board on the Tolt Booster pump station design
  - Kevin Butts has joined ALWA as the water system operator
- Finance and Administration 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
    - 19 delinquent notices were mailed
    - No door hangers were delivered
    - No services were shut off
    - The Board has not charged late fees or delinquent notice fees, or shut off any services since April 30, 2020
  - Banking
    - The Key Bank loans have been retired
    - The 1<sup>st</sup> Security bank loan documents were signed on June 17
  - Office Updates
    - The Annual Meeting is 9/23
      - Merlyn, Kevin, and Mark are up for re-election
    - The President's Letter is due 7/25
    - Quarterly taxes are due July 31
    - Dick and Kris are updating the water loss policy
  - Cyber Security
    - Kris reviewed the office's on-going work with CISA to test various aspects of ALWAs cyber-security risk.
    - CISA's report card for ALWA systems is good
    - CISA offered 4 recommendations to improve security further
  - Lockbox
    - The move to 1<sup>st</sup> Security bank complicated efforts to change or modify ALWA lockbox services
    - Kris is continuing to evaluate options, but will send notice of termination to Retail Lockbox on July 23
  - American Tower
    - Kris and David updated the Board on the latest in negotiations with American Tower
  - Audit
    - Kris reported the annual audit by Vine Dahlen is in motion
  - Kris transition
    - Prior to the Board meeting, Kris informed David that she is leaving ALWA for opportunities elsewhere.
    - Kris provided an overview of her many job functions and the Board discussed transition plans

*Kenan departed and the Board entered an executive session at 8:41 pm to discuss various aspects of Kris' departure and transition plan. Jeremy, Kris, and Dick departed the Executive Session at 09:06 pm and the discussion continued. The executive session was concluded and the regular session of the meeting resumed at 10:07 pm.*

- Business from the Board – None.
- Review of Action Items – None.
- Executive Session
  - See above.
- Next Regular Meeting
  - The next regular meeting will be Tuesday August 10, 2021, at 7:00 PM. The meeting will be conducted at the ALWA business office.
- Adjournment
  - David Hoffmann adjourned the meeting at 10:07 pm

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