

**Ames Lake Water Association
Board of Directors Meeting February 9, 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 7:04 PM on February 9, 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, Mark Freeman, 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

Michael requested that the Board discuss IT security threats and current mitigation measures.

- Business from the Floor – None.

- Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

- Minutes of the January 2021 Board meeting,
- Membership Transfers,
- Water Loss Adjustments and,
- Aging Accounts.

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

- Financial Reports and Membership Count

- Checklist & EFT Approval

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

- Consultant Reports

- Jonson & Jonson The Board entered executive session at 7:09 pm to discuss KC Franchise Fee litigation with counsel. The regular session of the meeting resumed at 7:23 pm.
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- System Manager Report

- Water Use
 - Water usage was 4.5M gallons in January
 - Unaccounted for water was 1.7%
- Ames Lake Trestle Bridge
 - Jeremy updated the Board on the Ames Lake Trestle Bridge replacement project, including:

- Results of a recent utility coordination meeting with King County
 - Need for and scope of the project
 - Anticipated schedule
- King County Guardrail Replacement
 - Jeremy briefed the Board on a guardrail replacement project on Ames Lake Road beginning ~ March 1
- Sallal On-Call Agreement Progress Report
 - Sallal Water Assoc.'s Board approved the mutual on-call agreement between our 2 associations
 - Dick recommends either managers or board presidents from each association sign the agreement
- Tolt Booster Station Easements Progress Report
 - Underwriting completed and approved by management on Feb 9
- Project Updates
 - Installed water service for newest ALWA member
 - Tolt Booster Station Pressure Reducing Valve Vaults
 - Site work is on-going
 - Valve assembly is on-going in the ALWA shop
 - Assembled valves will be delivered to the work site for installation
- Maintenance Updates
 - A service line inadvertently ruptured by a drilling contractor was repaired
 - Tolt Booster pump repairs were completed
- Storm Damage
 - Rain and high winds downed trees along Ames Lake Road and caused local flooding
- 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
 - 35 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 January
 - The Board has not charged late fees or delinquent notice fees, or shut off any services since April 30, 2020
 - 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, and will also inquire about WaFd's potential interest
 - Project timeline has shifted to spring 2021
 - FY22 Draft Budget is in development and will be briefed at the March board meeting
 - IT Security
 - Following from the January board meeting, Michael asked for additional discussion of potential cyber-security threats and security measures.

- Kris briefed the Board on a range of potential risks and discussed current mitigation measures in place for each.
 - Kris discussed the concept of cyber insurance, and the potential need for such at ALWA.
- American Tower
 - The Board entered executive session at 8:11 pm to discuss lease negotiations with counsel. The regular session of the meeting resumed at 8:20 pm.
- Additional Discussion on Tolt Booster Station
 - Staff was authorized to solicit bids for the work subject to a financing contingency.
- Business from the Board – None.
- Review of Action Items – None.
- Next Regular Meeting
 - The next regular meeting will be Tuesday March 9, 2021 at 7:00 PM. The meeting will be conducted via webinar.
- Adjournment
 - David Hoffmann adjourned the meeting at 8:36 pm

Minutes prepared by Jeff Villnow, Secretary.