

**Ames Lake Water Association
Board of Directors Meeting March 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 7:03 PM on March 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), Kristina Parker (ALWA Director of Finance and Administration), Richard Jonson (Jonson and Jonson), Keenan Ferar (Gray and Osborne), 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 February Board meeting,
- Membership Transfers,
- Water Loss Adjustments and,
- Aging Accounts.

Kris noted that a member request for a water loss adjustment came in late and was not included in the consent agenda:

- the issue occurred approximately 5 months ago,
- the requested adjustment should have been submitted in January 2021
- the member has not paid their water bill for 5 months.

The Board discussed the situation and asked that Kris investigate the situation further before acting.

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. Mark seconded. All approved.

- Consultant Reports - None.
- System Manager Report
 - Water Use
 - Water production was ~ 4M gallons in February
 - Unaccounted for water loss was 4.5%

- The three-month precipitation outlook is below average, while the three-month temperature outlook is above average
- Tolt Booster Easement Progress
 - The easement from Fil Alleva has been approved. ALWA is awaiting final documents and attorney bills
- Tolt Booster PRV Vaults
 - The PRVs on Tolt Hill Road and 290th Ave are installed and all site work is complete
- Anticipated 2021/2022 Projects
 - Iowa fire hydrant replacements (5)
 - Tolt Booster Station Phases 1 through 3
 - Phase 3 includes improvements to connections of 45 homes
 - The Phase 3 schedule has not been established yet
 - Air release valve upgrades
 - Jeremy discussed the pros and cons of two air valve assembly options
 - Emergency response plan update
 - GIS improvements and upgrades
- Administration and Finance Report
 - Kris provided an overview of ALWA banking (operating and savings balances), cash flow, accounts receivable, budget v. actual revenue and expenses, aging accounts, long term debt, and membership updates
 - Kris has met with WaFd, 1st security, and Key Bank to discuss financing for the Tolt Hill Booster Station project
 - Cyber Security. Kris updated the Board on her on-going efforts to investigate cyber security risks and mitigation measures for ALWA systems.
 - American Tower Lease. Kris noted that a certified letter of termination was delivered to American Tower on Feb 3, 2021. American Tower has since re-engaged to negotiate items of concern brought to their attention in the months since the original lease expired in July 2020
 - FY22 Draft Budget
 - Kris walked through an overview of a first draft of the FY22 budget, including revenue forecasts and personnel, occupancy, professional services, repair and maintenance, supplies/licenses/permits, taxes/insurance, office, conference/meeting, miscellaneous, and capital expenses.
 - Kris also briefed the Board on cash flow projections related to the FY22 draft budget.
- 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 April 13, 2021 at 7:00 PM. The meeting will be conducted via webinar.
- Adjournment
 - David Hoffmann adjourned the meeting at 8:45 pm

Minutes prepared by Jeff Villnow, Secretary.