

**Ames Lake Water Association  
Board of Directors Meeting April 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 7:10 PM on April 13, 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, Mark Freeman, Merlyn Blue, and Jeff Villnow.

Also present: 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 March 2021 Board meeting,
- Membership Transfers,
- Water Loss Adjustments and,
- Aging Accounts.

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

- Financial Reports and Membership Count

- Checklist & EFT Approval

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

- Consultant Reports

- Jonson and Jonson – Dick updated the Board on the status of the King County Franchise rent litigation.
  - A summary judgment motion is expected mid-July
  - Fire suppression costs are expected to be a significant issue, and Dick recommended that a fire protection cost study be completed by early August 2021
- Gray and Osborne – Keenan provided an update on the Tolt Booster Station project bid process
  - A contractor pre-bid on-site informational meeting is scheduled for week ending April 24
  - Bids will be due early May 2021

- System Manager Report (briefing provided by Kris for Jeremy)

- Water Use

- Water usage was 4.5M gallons in March
    - Unaccounted for water was 4.6%
  - Tolt Booster Station Easement
    - The easement has been signed, notarized, and recorded
    - Title insurance is in progress
  - Tolt Booster Station Project Update
    - Bids were solicited from three preferred contractors, all with excellent track records of supporting ALWA
    - ALWA retains the right to reject all bids and post the solicitation publicly
    - The project schedule calls for all work to be substantially complete within 140 days of award
    - G&O will provide management oversight like what was provided on the Vista Booster project
    - The Board discussed financing and noted that the project would not be awarded until financing was secured with a properly approved Board motion to close the loan
- Business Manager Report
  - Kris provided updates related to Banking, Cash Flow, Accounts Receivable, Budget v Actual, Aging Accounts, Long-Term Debt, and Membership Updates
    - 33 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 March
  - Update on Water Loss Adjustment Request from March Board Meeting
    - Kris updated the Board on conversations with an ALWA member who submitted a late request in March 2021 for a water loss adjustment that occurred in 2020
    - The Board discussed the unique circumstances of the request and the implications of revising the policy to allow Board discretion when good cause can be shown.
    - The office will draft a revised policy for Board consideration at the May Board meeting
  - Cyber Security
    - Report card from CISA (Cybersecurity & Infrastructure Agency) was discussed.
  - American Tower Lease
    - Kris updated the Board of on-going efforts to resolve negotiations over a proposed new lease with Verizon and the status of the prior lease with American Tower
  - FY22 Budget
    - Kris briefed the Board on the key elements of the draft FY22 budget. Staff compensation was reviewed and the Board concurred in an increase in pay for the office manager position due to expanded duties and performance

*Merlyn moved to approve the FY2022 budget as presented. Michael seconded. All approved.*

- Kris presented engagement terms proposed by Vine Dahlen for the 2021 audit.

*Michael moved to approve Vine Dahlen's audit engagement as proposed for FY21. Mark seconded. All approved.*

- 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 May 11, 2021 at 7:00 PM. The meeting will be conducted via webinar.
- Adjournment
  - David Hoffmann adjourned the meeting at 8:48pm

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