

**Ames Lake Water Association
Board of Directors Meeting May 11, 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 7:05 PM on May 11, 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), 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 April 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

Jeff moved to approve the checklist. Mark seconded. All approved.

- Consultant Reports – None.

- System Manager Report

- Water Use
 - Water usage was 5M gallons in April
 - Unaccounted for water was 4.4%
- Tolt Booster Station Project Update
 - Jeremy briefed the Board on the status of bid solicitation and selection for the Tolt Booster Station project
 - Bids were solicited from 3 firms: Fury Site Works, Team Nelson, and KLB Construction. All three firms are preferred providers who have successfully supported ALWA projects in the past

- A pre-bid site walk was conducted on April 20. Fury Site Works and KLB Construction attended. Team Nelson declined to attend due to other project commitments
 - One bid was received
 - Bid opening was on May 7
 - A single bid was received was Fury Site Works in the amount of \$1,148,836.74
 - The Board discussed financing options for the project, including the level of interest and potential loan terms from 1st Security Bank and WaFd. Kris recommended moving forward with 1st Security Bank.
- Jeremy briefed the Board on key elements of Gray and Osborne's proposal to provide project management, technical/administrative support, and start-up/commissioning support to the project.
 - Jeremy briefed the Board on a proposal by Systems Interface Inc. to provide essential hardware components associated with the project, including disconnect switches, power monitors, surge protection, pressure transducers, smoke detectors and other related equipment.

Michael moved to notify Fury Site Works of ALWA's intent to award the Tolt Booster Pump Station Project and accept its bid of \$1,148,836.74, contingent on closing of a loan with 1st Security Bank on terms satisfactory to the Association. Merlyn seconded. All approved.

Michael moved to approve 1st Security Bank's loan commitment terms, authorize ALWA's Director of Finance and Administration to work with 1st Security Bank on loan documentation and closing, and authorize a Board officer to execute all reasonable and appropriate closing documents for the Tolt Booster Pump Station Project loan on terms set forth in the loan commitment letter. Sherri seconded. All Approved.

Mark moved to accept Gray and Osborne's proposal for project management and oversight services for the Tolt Booster Pump Station Project for a not-to-exceed amount of \$102,110. Kevin seconded. All approved.

Sherri moved to accept Systems Interface Inc.'s proposal to provide essential hardware components for the Tolt Booster Pump Station Project for a not-to-exceed amount of \$105,000. Merlyn seconded. All approved.

- Upcoming projects
 - Jeremy updated the Board on upcoming activities pertaining to the King County Bridge Replacement project, Silers Ridge Development, and Fire Flow Analysis.
- Staffing
 - Jeremy reported that Kyle quit his position. ALWA is advertising for a full-time water system operator. The job opening has been posted to several local web sites
- 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
 - 24 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 April 2021
 - The Board has not charged late fees or delinquent notice fees, or shut off any services since April 30, 2020
- Cyber Security
 - Kris reviewed the office's on-going work with CISA to test various aspects of ALWAs cyber-security risk.
- American Tower
 - Kris, David, and Michael briefed the Board on the status of on-going discussions related to the American Cell Tower lease
- Long Term Care Tax
 - Kris briefed the Board on key aspects of the WA Cares Fund (RCW: 50B.04)
- Office Staff Initiatives
 - Kris has completed the certificate program in Project Management offered by Cornell University
- Business from the Board – None.
- Review of Action Items – None.
- Executive Session – None.
- Next Regular Meeting
 - The next regular meeting will be Tuesday June 8, 2021 at 7:00 PM. The meeting will be conducted via webinar.
- Adjournment
 - David Hoffmann adjourned the meeting at 9:17 pm

Minutes prepared by Jeff Villnow, Secretary.