

**Ames Lake Water Association
Board of Directors Meeting June 8, 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 June 8, 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 May 2021 Board meeting,
- Membership Transfers,
- Water Loss Adjustments and,
- Aging Accounts.

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

- Financial Reports and Membership Count

- Checklist & EFT Approval

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

- Consultant Reports – None.

- System Manager Report

- Water Use
 - Water usage was 6M gallons in April
 - Unaccounted for water was 4.9%
- Silers Ridge Development
 - Jeremy briefed the Board on recent discussions pertaining to Silers Ridge
 - 17 lots in the proposed development fall in the ALWA service area
 - Proper servicing of these lots will require a new pump station in the Ridgehaven well area as well as additional pressure reducing valves. A Ridgehaven Booster Pump Station is identified as a capital improvement project in ALWA's water system plan.

- Jeremy discussed aspects of King County's Certificate of Water Availability and outlined two options for serving the development while also meeting ALWA's fire flow requirement. The Board agreed that the first option was preferred.
- Tolt Booster Station Project Update
 - Jeremy briefed the Board on the status of bid solicitation and selection for the Tolt Booster Station project
 - Fury Site Works has been notified that they were the successful bidder and will be awarded the project contingent on ALWA securing and closing a loan with 1st Security Bank
 - Jeremy and Keenan are coordinating various pre-award activities with Fury Site Works and Systems Interface.
- Ames Lake Bridge
 - Jeremy attended a 60% design meeting with King County and other potentially affected utilities to discuss the status of this project
 - Jeremy informed the group that ALWA does not plan to extend a water main across the bridge at this time but would like hangers installed under the bridge to facilitate this option in the future, if needed.
- King County Franchise/Right of Way Fire Flow Analysis
 - Keenan is working on the fire flow analysis and expected to submit a draft deliverable in mid-June
- Staffing
 - Jeremy reported that Kevin Butts has been hired as ALWA's new Water System Operator.
 - Office staff have interviewed a strong candidate for a summer intern position.
- 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
 - 22 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 May 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 ALWA's 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

The Board went into Executive session at 7:35 pm to discuss aspects of the lease negotiation with legal counsel. The regular session of the meeting resumed at 7:46 pm.

- Tolt Hill Booster Station Project

- Kris reviewed the status of financing with 1st Security Bank for the Tolt Hill Booster Station project.

Michael moved to authorize ALWA Board President David Hoffmann to sign all 1st Security Bank loan documents for the Tolt Hill Booster Station Project. Merlyn seconded. All approved.

- Other
 - Kris proposed options for rescheduling the regular Monthly Board Meeting to avoid conflicts with the normal billing cycle. Board Members will consider the schedule options and the topic will be discussed again at the next meeting
 - The annual meeting was set for September 23 @ 19:00
 - The annual President's Letter is due Friday July 23
 - Kris discussed recent issues with credit/debit card deposits. A software patch has been installed.
- Business from the Board – None.
- Review of Action Items – None.
- Executive Session
 - See above.
- Next Regular Meeting
 - The next regular meeting will be Tuesday July 13, 2021, at 7:00 PM. The meeting will be conducted via webinar.
- Adjournment
 - David Hoffmann adjourned the meeting at 8:47 pm

Minutes prepared by Jeff Villnow, Secretary.