

**Ames Lake Water Association  
Board of Directors Meeting January 10, 2023  
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 January 10, 2023. The meeting was conducted at the ALWA business office with some Board members participating via teleconference. The following Board members were present in addition to Mr. Hoffmann: Jeff Villnow, Sherri Zucker, Michael Bicak, Merlyn Blue, Mark Freeman, and David Beecher.

Also present: Jeremy Reier (ALWA System Manager), Christine Lemons (ALWA Business Manager), 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 December 2022 Board Meeting,
- Membership Transfers,
- Water Loss Adjustments and,
- Aging Accounts.

Christine reviewed membership transfers, water loss adjustment requests, and aging accounts receivables. The Board discussed the processes for reviewing and resolving aging receivable accounts.

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

- Financial Reports and Membership Count

- Check List & EFT Approval

*Sherri moved to approve the check list. Merlyn seconded. All approved.*

- Consultant Reports.

- Jonson & Jonson. Dick reported on the status of the King County Franchise Right-of-Way fee discussions:
  - KC hired a new person to coordinate the acquisition of new franchise agreements and resolve the ROW fee issues.
  - Several local water utility attorneys plan to meet in January to discuss the negotiations.
  - Rent and offsets for fire flow costs remain key issues along with a new form of franchise agreement.
- Gray & Osborne. None.

- System Manager Report
  - Water Use
    - Water usage and unaccounted for water was reviewed. Jeremy provided updated charts with gallonage figures.
  - Staffing
    - Jeremy updated the Board on efforts to recruit a new Water Operator.
    - The Board discussed the competitiveness of the job market and potential salary implications.
  - Ames Lake Road Water Extension
    - Jeremy updated the Board on the status of discussions with a prospective developer that represents the owner of several platted lots on Ames Lake Road and 269<sup>th</sup> Ave.
  - Maintenance and Project Updates
    - A severe leak was discovered at a home near ALWA office.
      - Jeremy briefed the Board on the kinds and ages of water meters in the system
      - The Board discussed the possibility of acquiring shut-off keys to assist members when dealing with sever leaks
  - TBPS
    - Keenan noted the TBPS generator is scheduled for delivery on February 16, 2023
    - Jeremy reviewed progress on installation of a new gate system at the site.
- Business Manager Report
  - Christine presented a new format for briefing the Board on office activities, banking, cash flow, accounts receivable, budget vs actual, loan balances, payroll processing and new memberships.
  - David H. noted that he met with the ALWA IT service provider to review security procedures and promote more robust communications.
  - The ALWA Christmas Party will be held on January 13 at 6 pm.
- 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 **Wednesday February 15, 2023**, at 7:00 PM. The meeting will be conducted in the office and via teleconference.
- Adjournment
  - David Hoffmann adjourned the meeting at 8:50 pm

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