

**Ames Lake Water Association
Board of Directors Meeting February 15, 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, and David Beecher.

Also present: Jeremy Reier (ALWA System Manager), Christine Lemons (ALWA Business Manager), Richard Jonson (Jonson and Jonson), Keenan Ferar (Gray and Osborne), and ALWA member Mrs. Osterbeck

- Changes or Additions to Agenda - None.

- Business from the Floor

Mrs. Osterbeck observed that several of her recent ALWA bills were higher than what she normally experienced and reviewed efforts that she's made to track down potential leaks or other water losses. Jeremy noted that he installed a transmitter on her meter to allow real-time monitoring of water use. She requested reconsideration of the standard billing adjustment amount. The Board provided some recommendations to Mrs. Osterbeck and elected to gather more data and table a decision on a water loss adjustment until the March Board meeting. She exited the meeting at 7:30 pm.

- Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

- Minutes of the January 2023 Board Meeting,
- Membership Transfers,
- Water Loss Adjustments, and
- Aging 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. Jeff 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 negotiate the ROW fees.
 - Several local water utility attorneys plan to meet in January to discuss the negotiations and developing a template franchise agreement.

- Gray & Osborne. Mr. Keenan presented an updated facilities map.
- System Manager Report
 - Water Use
 - Water usage and unaccounted for water was reviewed. Jeremy provided updated charts with gallonage figures.
 - 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 269th Ave. He stated that as a result of the platting, the parcel closest to the Ames Lake Road now contains a manufactured home that receives its water from the home on the adjacent parcel, which violates Association rules. The Board directed Mr. Reier to work with counsel to require the property owner to acquire a separate membership and meter for the manufactured home lot.
 - TBPS
 - The TBPS generator delivery date slipped to March 29, 2023.
 - The site security gate has been installed and the entry system is on-line. Entry codes have been created for users and remote openers have been provided to ALWA office staff and neighbors.
 - Reports
 - Jeremy submitted a request to the Washington State Department of Ecology to extend the permit (and time for filing Proof of Appropriation) to for one water right.
 - Provided Ecology and the Tulalip Tribe with our Annual Report on Water Production.
 - Submitted water source metering data.
 - Tanner Electric
 - Tanner is considering installation of an underground electric primary on Ames Lake Lane.
 - Water Operator
 - 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.
 - Maintenance and Project Updates
 - Tolt Booster Phase 3:
 - Plans are being made to begin moving services from 2-inch main to 8-inch main before summer.
 - Jeremy recommends replacing 1,200 feet of new main on the Tolt Hill Road
 - Jeremy wants to begin replacing old Iowa hydrants this summer.
 - Jeremy briefed the Board on seven up-coming capital improvement projects.
- Business Manager Report

- Christine provided updates on office activities, banking, cash flow, accounts receivable, budget vs actual status, loan balances, payroll processing, a change of insurance agents and new memberships.
- Christine noted that 3 accounts received a bill in January with double usage. The issue was discovered after the bills were sent. Affected members were contacted and corrected bills were sent.
- She reviewed uncollectible accounts and over-collections resulting from property sales. Mr. Jonson reviewed statutory provisions precluding collection from a new buyer when parties to a sale utilize escrow services that include utility pay-off. Ms. Lemons stated that the sellers often do not provide forwarding contact information and she is unable to locate them. The Board concurred with the write off of uncollectable accounts resulting from property sales and sending over collections to the Dept. of Revenue unclaimed property division.
- New Business – None.
- Business from the Board
 - David briefed the Board on several important personnel initiatives to improve staff retention, support staff growth, and provide enhanced ALWA resiliency. He called for the formation of a Personnel Committee to assist with development of training and mentoring programs and updates to job descriptions and the Personnel Handbook.
- Review of Action Items – None.
- Executive Session – None.
- Next Regular Meeting
 - The next regular meeting will be **Tuesday March 14, 2023**, at 7:00 PM. The meeting will be conducted in the office and via teleconference.
- Adjournment
 - David Hoffmann adjourned the meeting at 9:51 pm

Minutes prepared by Jeff Villnow, Secretary.