

**Ames Lake Water Association
Board of Directors Meeting March 14, 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 March 14, 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 February 2023 Board Meeting,
- Membership Transfers,
- Water Loss Adjustments, and
- Aging Accounts.

The Board discussed and water loss adjustment requested by Mrs. Osterbeck at the February Board Meeting.

Sherri moved to approve all items on the Consent Agenda including a full adjustment for Mrs. Osterbeck. Merlyn 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.
- 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 because of the recent subdivision approval by King County, 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.

- He reported that the parcel with the manufactured home is a rental, a letter was sent to the property owner on 2/21, and follow-up calls were placed 3/3 and 3/13. The phone number in the file is no longer in use.
- Jeremy also reported that Tanner Electric has a separate meter in place for each home.
- Jeremy will continue 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 ship date remains March 29, 2023. Delivery is expected April 10
- Project Updates
 - Tolt Booster Phase 3 – the King County ROW permit application for services on 290th Ave was submitted 2/24
 - Mapping – updated system maps have been prepared for fire flow availability, asset location, and topography.
 - Rate Study, Emergency Response Plan, and Risk/Resiliency Assessment – Jeremy requested quotes from G&O for all three studies and reviewed the quotes with the Board.

Merlyn moved to authorize Gray and Osborn to proceed with the Rate Study for a not to exceed amount of \$17,000. Mark seconded. All approved.

Michael moved to authorize Gray and Osborn to proceed with the Emergency Response Plan and Risk/Resilience Assessment for a not to exceed amount of \$34,640. Mark seconded. All approved.

- Policy Updates
 - Jeremy reported that staff will begin preparing proposed updates to policies and procedures.
- Project Priorities
 - Jeremy noted the following priorities.
 - complete ER plan; organize incident command system; complete risk/resiliency assessment; complete rate study and implement new rates; update fee schedule for ADUs, rules and regulations, and policies; complete TBPS phase 3; complete KCROW tax and franchise agreement negotiations; replace 5 Iowa hydrants; organize office documents; and train new water system operator.
- Business Manager Report
 - Christine provided updates on office activities, banking, cash flow, accounts receivable, budget vs actual status, loan balances, payroll processing, and new memberships.
 - Christine reviewed the FY24 draft budget.
- New Business – None.

- Business from the Board – None.
- Review of Action Items – None.
- Executive Session
 - The Board entered executive session at 9:36 pm to discuss staffing issues. Keenan Ferar departed the meeting at that time. The Board came out of executive session at 10:31 pm

Merlyn moved to authorize Jeremy to offer employment to Carl Mueller as Water System Operator. David seconded. All approved.

- Next Regular Meeting
 - The next regular meeting will be **Wednesday April 12, 2023**, at 7:00 PM. The meeting will be conducted in the office and via teleconference.
- Adjournment
 - David Hoffmann adjourned the meeting at 10:42 pm

Minutes prepared by Jeff Villnow, Secretary.