

**Ames Lake Water Association  
Board of Directors Meeting June 13, 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 7:00 PM on June 13, 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 May 2023 Board Meeting,
- Membership Transfers,
- Water Loss Adjustments, and
- Aging Accounts.

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

- Financial Reports and Membership Count

- Check List & EFT Approval

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

- Consultant Reports.

- Jonson & Jonson. Mr. Jonson provided an update on efforts to submit Franchise Agreement Application to King County.
- Gray & Osborne. Keenan provided updates on the Tolt Booster Station generator, Rate Study, Risk and Resiliency Plan, and Emergency Response Plan. He noted that G&O and ALWA continue to coordinate with the contractor to secure the proper sized breaker for the TBS generator. He also noted that the modeling and mapping project is complete. He reviewed the water main replacement project on 290<sup>th</sup> and the King County stop work order, which was quickly resolved by submission of a revised franchise application.

- System Manager Report

- Water Use, Maintenance and Repairs

- Water usage and unaccounted for water was reviewed. Jeremy provided updated charts with gallonage figures and reviewed system maintenance and repair activities.
  - Project Updates
    - Jeremy reviewed the status of several projects including installation of the TBS generator and transfer switch; delivery of the annual water quality report to the Washington Department of Health; Tolt Booster phase 3 activities on 290<sup>th</sup> Ave; routine system maintenance activities; and upcoming project work.
  - Staff Training
    - Jeremy reviewed the status of new employee training.
- 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.
  - The Board discussed issues related to bad debt. Christine was requested to draft a policy and parameters to address the issues for Board review and approval.
  - Christine provided an update on staff salaries and information pertinent to annual salary reviews.
  - She stated that rate adjustments for meter turn-ons, turn-offs and special reads were made in the computer program but there was no adjustment to the rate schedule. Discussion followed.
  - Christine discussed issues related to the opening of CD accounts with First Tech Credit Union, an action that was authorized via Board motion in May 2023. Discussion followed. On June 15, a motion was circulated for Board approval via email to obtain needed banking authorization:

*Michael moved to authorize Christine and Sherri, acting together, to close the certificate of deposit account(s) at FTCU and open a new CD account(s) at a banking institution(s) agreed upon by Christine and Sherri, in amounts not to exceed \$250,000 and for periods not to exceed 13 months. Mark seconded. David, Jeff, Sherri, Michael, and Mark approved.*

The foregoing motion is deemed ratified, confirmed, and approved by inclusion in and adoption of these minutes.

- New Business – None.
- Business from the Board – None.
- Review of Action Items – None.
- Executive Session
  - The Board entered Executive Session at 8:52 pm to discuss staff compensation. Jeremy, Christine, Dick, and Keenan departed. The Board came out of Executive session at 9:22
- Adjournment
  - David Hoffmann adjourned the meeting at 9:22 pm

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