

**Ames Lake Water Association  
Board of Directors Meeting May 9, 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 May 9, 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: 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), Tom Johnston from Systems Interface and Keenan Ferar (Gray and Osborne).

- Changes or Additions to Agenda - None.

- Business from the Floor.

- Tom Johnston with Systems Interface. Mr. Johnston reviewed the computer system vulnerability analysis performed by the Cybersecurity & Infrastructure Security Agency and the changes and upgrades to the Association's computer system that were made as a result. He recommended installation of a new firewall product. Discussion followed. Mr. Johnston exited the meeting at 7:36 pm.

- Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

- Minutes of the April 2023 Board Meeting,
- Membership Transfers,
- Water Loss Adjustments, and
- Aging Accounts.

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

- Financial Reports and Membership Count

- Check List & EFT Approval

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

- Consultant Reports.

- Jonson & Jonson. Mr. Jonson reviewed recently passed legislation concerning water shutoffs during times of high heat advisories.
- Gray & Osborne. Keenan provided updates on the Tolt Booster Station generator, Rate Study, Risk and Resiliency Plan and Emergency Response Plan. He stated that the generator and automatic transfer switch have been received but that Kohler sent an upsized breaker which was rejected and a proper size breaker has been ordered.

- 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 Tolt Booster phase 3 preconstruction planning.
  - 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.
  - Christine reviewed proposed changes to the office telephone system. The new system would be internet based but she was requested to keep one existing land line.
  - Christine stated that there is a continuing need to keep excess cash invested and requested authority to open certificates of deposit at First Tech Credit Union. Discussion followed. Christine was requested to verify deposit insurance limits applicable to credit union accounts.

*Sherri moved to authorize Christine and herself as Treasurer, acting together, to open certificates of deposit at First Tech Credit Union in amounts not to exceed \$250,000 and for periods not to exceed 13 months. Merlyn seconded. All approved.*

  - New Business – None.
  - Business from the Board – None.
  - Review of Action Items – None.
  - Executive Session – None.
  - Adjournment
    - David Hoffmann adjourned the meeting at 9:27 pm

**Minutes prepared by Richard Jonson, counsel.**