

**Ames Lake Water Association  
Board of Directors Meeting August 13, 2024  
6:00 P.M**

**Meeting Minutes**

- Call to Order

Mark Freeman called to order the regular meeting of the Board of Directors of Ames Lake Water Association (ALWA) at 6:07 PM on August 9, 2024. The meeting was conducted at the ALWA business office. The following Board members were present in addition to Mr. Freeman: Sherri Zucker, Jeff Villnow, David Beecher, Michael Bicak and Merlyn Blue.

Also present: Jeremy Reier (ALWA System Manager), Christine Lemons (ALWA Business Manager), Keenan Ferar (Gray & Osborne), Richard Jonson (Jonson and Jonson), and participating by teleconference were Becky Mackenstadt and Jeremy McFadden (Vine Dahlen).

- Changes or Additions to Agenda - None

- Business from the Floor – None

- Consultant Reports

- Vine Dahlen – Becky and Jeremy reviewed the draft FY24 audit results and financial statements. They exited the meeting at 6:30 pm.
- Jonson & Jonson. Dick discussed communications with King County regarding franchise contract provisions and right-of-way fees.
- Gray & Osborne. Keenan discussed the planned Ames Lake Road water main replacement project and efforts to coordinate with other utilities who may benefit from and cost-share in the project. Keenan also discussed progress on the emergency operations plan, including the possibility of a table-top exercise at the Oct. Board meeting.

- Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

- Minutes of the July 2024 Board Meeting
- Membership Transfers
- Water Loss Adjustments
- Aging Accounts

The requested water loss adjustment for member 51938 was discussed further.

*Jeff moved to deny the water loss adjustment for member 51938. Dave Beecher seconded. All approved.*

*Merlyn moved to approve the consent agenda (as adjusted by the previous motion). Michael seconded. All approved*

- Financial Reports and Membership Count

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

- System Manager Report
  - Jeremy reviewed water production and loss amounts with updated charts.
  - A draft of the Emergency Response Plan is complete and standard operating procedures (SOPs) are in development.
  - The WSP amendment - including annexation of 5 parcels, update to the financial program, and update to the CIP – is moving forward. Department of Health has provided comments, Ecology has no objections, and a SEPA determination request has been submitted to KC.
  - Re: replacement of the water main around Ames Lake, Jeremy noted that KC does not have plans to repave the road.
  - Rehabilitation of the Daniels Ranch well continues.
  - A new Itron meter reading radio has been purchased. The old radio is no longer under warranty and technical support has ended. The new radio is expected to shave significant time from meter reading tasks.
  - A fire hydrant was significantly damaged by KC road maintenance equipment.
  - Jeremy reviewed a series of events that lead to a shut-down of the SCADA system and significant lowering of water levels in the Tolt Tanks.
  - Other system maintenance and repair activities:
    - Annual generator maintenance is complete
    - The 5-year PRV maintenance is complete
    - Painting of hydrants in the south end of the system is complete
    - The 52<sup>nd</sup> St. booster site has been cleaned up
  - Upcoming Activities:
    - Daniels Ranch Well
      - Repair & Replace Roof
      - Replace existing door with steel frame & door
      - Replace access hatch with skylight
      - Clean up & paint inside/outside well house
      - Remove 2 maple trees, a dead fir tree & small trees along driveway
- Business Manager Report
  - Christine provided updates on office activities, banking, cash flow, accounts receivable, budget vs actual revenue and expenses, and loan balances.
  - The 55<sup>th</sup> annual meeting is scheduled for September 26.
  - Christine noted that health insurance premiums have increased by more than 17% from a year ago. She conducted a market analysis of local plans and rates for comparison to the current ALWA plan and presented results to the Board.
  - Christine presented information pertaining to short-term disability plans per a request from the Board.
- New Business – None
- Business from the Board – None
- Review of Action Items
  - Christine discussed the status of the document retention policy and suggested deferring Board review of the document until next month
- Executive Session – None

- Adjournment
  - Mark adjourned the meeting at 8:09 pm

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