

## Ames Lake Water Association Board of Directors Meeting

May 13th, 2025

6:00 PM

### 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 6:05 PM on May 13th, 2025. The meeting was conducted at the ALWA business office. The following Board members were present:

- David Hoffmann (President)
- Jeff Villnow (Vice President) (Remote)
- Sherri Zucker (Treasurer) (Remote)
- David Beecher (Secretary)
- Michael Bicak
- Merlyn Blue
- Ron Hopper

#### Also present:

- Jeremy Reier (Water System Manager)
- Christine Lemons (Business Manager)
- Richard Jonson (Counsel)

Changes or Additions to Agenda. None

Business from the Floor. None

#### Consent Agenda

The Board reviewed the contents of the Consent Agenda, containing:

- Minutes of April 8, 2025 Board meeting
- Membership Transfers
- Water Loss Adjustments
- Aging accounts

The water loss adjustment for Member 50441 was reviewed and discussed.

- *Motion to Approve Consent Agenda with the exception for the water loss adjustment for Member 50441 which is denied: Michael Bicak motioned; Ron Hopper seconded. All approved,*

#### Financial Reports and Membership Count

- *Motion to Approve Checklist: Sherri Zucker motioned; Michael Bicak seconded. All approved.*

#### Consultant Reports

- Jonson & Jonson – Office site security discussed. Management to develop a plan to address.

## Management Reports

System Manager Report: Jeremy reported on the following:

- Water production: 4.6M gallons (↑ 0.7M from March)
- Water loss: 6.2% (↑ 0.1%)
- Tank cleaning this month: 2 at Tolt, 1 at Carnation
- Remaining 3 tanks to be cleaned next year
- Valve exercising underway
- Dodge 1-ton truck: major brake, ball joints, and rear axle repairs performed
- Roof/gutter cleaning scheduled for ALWA office. Roof anchors will be installed and moss treatment applied
- 40th St. Main Replacement updates: Comcast & Tanner Electric interested in joint trench project; King County not participating as it is not a priority to grind & overlay around the lake
- Sawtooth Land Co. Development: Received SEPA DNS from King County. King County grading permit approved
- ADU – management to prepare draft policy update to better address accessory dwelling units
- Snoqualmie DROUT project
- Truck Purchase – Equipment needs and purchase of a 2024 Chevy  $\frac{3}{4}$  truck reviewed

Business Manager Report: Christine reported on the following:

- Updates on office activities, banking, cash flow, accounts receivable, budget-to-actual status, and loan balances.
- FY26 budget
- Retail Lockbox discontinued → saves \$23K/year
- Key Bank account closed → saves \$2.4K/year
- Employee Handbook update under review
- Auditors on-site next Month
- Changes to Personnel Policies to add salaried employees PTO, add sick leave and revise cell phone policy. Draft changes reviewed.

Old Business. None

### New Business

- Motion to approve the modified 2026 budget as modified by Ms. Lemons pursuant to the April 18<sup>th</sup> emails. Merlin Motioned; Ron Second. All Approved.
- Motion to approve the purchase of the new 2024 Chevy truck on terms as presented by Michael Bicak; Merlin Seconded. All Approved.
- Motion to approve personnel policy for PTO, Sick Leave and Cell phone usage as presented by Sherri; Merlin Seconded. All Approved.

### Review of Action Items

- None

#### Adjournment

- David Hoffmann adjourned the meeting at 8:47 PM.