

**Ames Lake Water Association
Board of Directors Meeting June 9, 2020
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 9, 2020. The meeting was conducted via webinar due to the Washington Stay Home Stay Safe order. The following Board members were present in addition to Mr. Hoffmann: Sherri Zucker, Merlyn Blue, Michael Bicak, Kevin Guiberson, Mark Freeman, and Jeff Villnow.

Also present: Jeremy Reier (ALWA System Manager) Kristina Parker (ALWA Business Manager), Dick Jonson (Jonson and Jonson), and Warren Perkins (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 Board meeting,
- Membership Transfers,
- Water Loss Adjustments and,
- Aging Accounts.

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

- Financial Reports and Membership Count

- Checklist & EFT Approval

Michael moved to approve the checklist. Kevin seconded. All approved.

- Consultant Report

- Attorney Jonson reviewed the status of pending litigation with King County and a lawsuit in the Camp Corey area in which a property owner was seeking to invalidate a portion of an access easement leading in to the area. He stated that plaintiff's counsel has cooperated in amending its complaint so as to not seek invalidation of the Association's water facilities easement.

- System Manager Report

- Water Use
 - Water usage was Normal for June
 - Unaccounted for water was 8.7%
- Tolt Booster Station Project

- The King County permit for the project is expected prior to the next Board meeting
- Dept of Health is wrapping up its final review. Gray and Osborne has responded to all DOH questions
- Vaults, valves, and mechanical fittings have been ordered
- Annual Water Quality Report
 - Ready to be mailed June 11
- Notable May Projects
 - Installed leaf filter on office building
 - Installed three new services for homes under construction
 - Replaced failed check valve for booster pump 2 at Tolt Booster Station
 - Completed new fence at Tolt Tank Site
 - Main break at North end of Ames Lake
 - Coupling broken by cable company; ALWA had properly located the main
- FY20/21 Projects Update
 - Reviewed current meter installation fees; material costs of meter installations have gone up substantially and Jeremy recommended increases in the installation fees

Merlyn moved to increase water service meter installation fee from \$350 to \$400 at locations with an existing meter setter and box, and from \$1,000 to \$1,250 at locations without an existing meter setter and box and to revise the Association's schedule of rates accordingly. Sherri seconded. All approved.

- Business Manager Report
 - Kris provided updates related to Banking, Accounts Receivable, Budget v Actual, Aging Accounts, Transfer of a Delinquent Account, Long-Term Debt, and Membership Updates
 - 6 memberships were transferred in May
 - No new memberships were sold in May
 - 13 delinquent notices were sent out, but no door hangers
 - No services were shut off
 - 3 accounts were considered non-responsive
 - As part of the ALWA response to Covid-19, no late fees or delinquent notice fees were charged in May

Motion by Michael to extend no late fees or delinquent notices until August 31st. Mark seconded. All approved.

- As previously discussed, the Tolt Booster project will need financing. The current estimate for Phases 1 and 2 is ~\$1,450,000
 - Further evaluation revealed that USDA will not qualify ALWA for a loan due to the median household income in the area.
 - Key Bank and 1st Security Bank remain interested in funding the project
- Office Schedule Summary
 - June 1 – Vine Dahlen schedules List to ALWA
 - June 8 - Initial item requests to Vine Dahlen

- June 15 - Remaining item requests to Vine Dahlen
- July - Fieldwork audit
- July 14 – Board Meeting
- July 26 – President’s Letter mailed
- July 31 – Quarterly taxes due
- Aug 11 – Audit and financial statements presented to Board
- Sept 8 – Board meeting
- Sept 9 – Mailing for Annual meeting
- Sept. 24 – Annual meeting
- American Tower Lease
 - Mike Jonson drafted a new lease for tower committee review
 - Outstanding committee items
 - Amount to request for capital improvements/projects
 - Amount to request for administrative costs
- Old Business – None
- New Business - None
- Business from the Board – None
- Review of Action Items – None
- Executive Session - None
- Next Regular Meeting
 - The next regular meeting will be Tuesday July 14, 2020, 7:00 PM. The meeting will be conducted via webinar.
- Adjournment
 - David Hoffmann adjourned the meeting at 9:28 pm

Minutes prepared by Jeff Villnow, Secretary.