

**ALWA Board of Directors
Meeting Minutes
April 27, 2010**

1. Call to Order

Board President Perry Cole called the meeting to order at 7:00 pm. Present were Board members Merlyn Blue, Michael Bicak, Mike Hickey, David Hoffmann, and Mark Freeman. Matthew Rodger joined by teleconference. Also present were Warren Perkins, Engineer with Gray & Osborne; Tom Zerkel, President of Gray & Osborne; Bob Pancoast, Hydrogeologist with Compass Geographics; Scott Hemingway, General Manager; and Susan Stevens, Office Manager. Dick Jonson, Counsel, arrived at 7:07.

Also present were members Richelle Stauch and Juliann Marshall.

2. Changes or Additions to Agenda

Scott Hemingway requested that Richelle Stauch's name be added to Business from Floor.

3. Business from Floor

a. Loreto – not in attendance

b. Stauch - Richelle Stauch explained that she has a vacant lot that she would like to sell and needs to purchase a water membership for it. The requirement to pay all fees at once poses a financial hardship for her and she asked the Board if an alternative method of payment, such as a payment plan, is available.

The Board asked several questions and would like to discuss it further. Decision will be rendered within one week.

Juliann Marshall mentioned that her water sometimes has a chlorine smell when the Marshall Well is up and running.

The Board thanked Richelle and Juliann for their attendance and input.

Richelle and Juliann departed at 7:10.

Discussion ensued regarding methods to secure indebtedness, possibly with a lien, and when the membership is actually issued.

Motion 04-27-10-01 – Mike Hickey made a motion to authorize Mr. Hemingway to offer a payment plan option for One Time Development fees, available only to applicants on the initial waiting list, with one-half due as an initial deposit and up to six monthly payments. The membership will not be issued until payment in full is received. Ten percent administrative fee in the event of default. One Certificate of Water Availability will be issued on request, but no meter/water service will be installed until all fees have been paid. Merlyn seconded the motion. Motion carried unanimously.

***** Action Item 2010-04-01** – **Scott** will prepare and send letter with proposed payment plan to Richelle Stauch.

4. Minutes

Motion 04-27-10-02 – Merlyn Blue moved and Michael Bicak seconded a motion to approve the minutes as written. Motion carried unanimously. Mark signed the minutes.

5. Action Item Status Reports

Scott Hemingway reported on the status of the Action Items.

6. Financial Reports and Membership Count

a. Check List –

Motion 04-27-10-03 – Merlyn Blue moved and Mike Hickey seconded a motion to approve the check list. Motion carried unanimously.

b. Membership List –

Motion 04-27-10-04 – Matthew Rodger moved and Mark Freeman seconded a motion to approve the Membership List. Motion carried unanimously.

c. Aging Accounts - Scott briefly reviewed the Aging Accounts report as shown in the Board packet. Two accounts were shut off for non-payment. Methods for preventing unauthorized hook-up were discussed. The Board directed Scott to take legal action against confirmed violators.

***** Action Item 2010-04-02-** Scott to procure hose bib locks for use by members suspecting vulnerability.

d. Water Loss Billing Adjustments – Scott stated that there was one plumbing (unlimited) adjustments made in March, in the amount of \$512.78.

7. Old Business

a. Budget – Scott reviewed the proposed budget and hopes to get projects started, some of which will be funded by reserves. Also, the old truck is getting worse by the month and needs to be replaced. Members of the Board would like to see the detail supporting the general categories.

**** Action Item 2010-04-03** – **Scott** will provide more detailed budget proposal by May 7th.

b. Gray & Osborne – Tom Zerkel presented a follow-up to last month's discussion. He has reviewed the Comp Plan and would like to review with Board some alternatives/deviations. Workshop is scheduled for **Thursday, May 13th at 6:00 pm at the ALWA office**. Food will be provided.

c. Treasury Management – Scott recommends not using the Key Bank lock box system, due to the cost, but to use the other features of Treasury Management.

d. Vine Dahlen Audit Proposal – Scott has signed the contract for the Audit and returned it to Vine Dahlen. The schedule has not yet been set.

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8. New Business

a. System Tour – Scott invited the Board members to take a tour of the system. The tour was scheduled for May 22, 2010 at 9:00 am.

***** Action Item 2010-04-04** – **Scott** will email details of date, time and meeting place.

9. Management Report

Scott reported that the KC Fire Department had a simulation exercise on the Ames Lake Lane. There is sufficient fire flow but they did recommend installing a hydrant on the west side of Ames Lake Drive to eliminate the need to run a hose across the street, blocking access.

10. Consultant Reports

Bob Pancoast reported that the DOH has proposed new operating fees, including raising the cap. This will have minimal impact on ALWA and will have the greatest impact on large systems. Also, Ground Water Rules will change this fall. Public comments will be solicited this summer.

11. Member Calls and Letters

None.

12. Business from the Board

Michael Bicak was approached by the local Eagle Scouts with an offer to paint the fire hydrants. Scott does not recommend it, as the paint will not adhere well and the hydrants will end up looking worse than they do now. He did suggest that cleaning the hydrants would be useful. Michael will give Scott's contact information to the Scouts.

13. Action Item Review

There was a brief review of the new action items.

14. Next meeting – May 25th at 7:00 pm.

15. Meeting Adjourned – 9:05 pm.

Minutes taken by Susan Stevens