

**ALWA Board of Directors  
Meeting Minutes  
May 24, 2011**

**1. Call to Order**

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

**2. Changes or Additions to Agenda**

Matthew Rodger requested that the following items be addressed:  
Implementation of a lockbox and accepting ACH payments  
Documentation of current business policies and procedures.

**3. Business from Floor**

None

**4. Minutes**

**Motion 05-24-11-01** – David Hoffman moved to approve the minutes of the April 26, 2011 meeting with the correction of a grammatical error in Item 4, Minutes. Matthew Rodger seconded the motion. Motion carried unanimously.

**5. Action Item Status Reports**

Scott reviewed the status of the action items. Board consensus was to take item 2009-01-05 off of the list and address building an ALWA shop/office in the next fiscal year.

Michael Bicak requested an executive session at the end of the meeting to discuss personnel issues and future financial reporting requirements.

Perry Cole requested that future agenda items be forwarded to his attention and he will prepare the agenda for meetings.

**\*\* Action Item 2011-05-01** – Staff will contact Perry with a reminder 10 days prior to the scheduled monthly Board meeting.

Scott requested that the Agenda be sent to the office at least a week before the Board Meeting in order to give staff enough time to prepare for the meeting.

**6. Financial Reports and Membership Count**

**a. Check List –**

**Motion 05-24-11-02** – Matthew Rodger moved and Merlyn Blue seconded a motion to approve the Check List. Motion carried unanimously.

**b. Membership List –**

**Motion 05-24-11-03** – Merlyn Blue moved and Matthew Rodger seconded a motion to approve the Membership List. Motion carried unanimously.

**c. Aging Accounts** – Scott reported on the aged receivables and pointed out that the bulk of the past due balance is due to 2 accounts that are on long-term payment plans.

**d. Water Loss Billing Adjustments** – Scott reviewed the water loss adjustments given in April.

**7. Old Business**

**a. Budget** – Scott gave a presentation on the proposed FYE 2012 Budget.

**\*\* Action Item 2011-05-02** – Staff will prepare drill-down on office expenses and email to Board members before next Board meeting.

**Motion 05-24-11-04** – Michael Bicak moved and David Hoffmann seconded a motion to approve the Budget as proposed. Motion carried unanimously.

**b. Schwab Litigation** – Dick Jonson reported that mediation is scheduled to take place via telephone conference on July 27, 2011. He recommended that a Board representative be appointed and given settlement authority.

**9. Management Report** – Scott referred to the Management Report included in the Board packets.

### **10. Consultant Reports**

**Bob Pancoast** – nothing new to report.

**Dick Jonson** – nothing additional to report.

**Warren Perkins** – Reported that the permit for the Vista project is in hand and that Gray & Osborne will publish RFP in selected newspapers. They will also create a CD with specifications to be distributed to bidders for contract. G&O will tabulate bids to present to the Board at the next meeting.

**Motion 05-24-11-05** – Matthew Rodger moved and Merlyn Blue seconded a motion to authorize Gray & Osborne to proceed with advertising for bids for the Vista project. Motion carried unanimously.

Warren Perkins left the meeting at 8:55 pm.

### **11. Member Calls and Letters**

None.

### **12. Business from the Board**

Matthew Rodger spoke about moving forward with contracting for a lockbox and receiving ACH payments.

**\*\* Action Item 2011-05-03** – Scott will collate information previously gathered and bring findings to next meeting.

#### **8.b. Draft Shut Off Policy**

Scott Hemingway and Dick Jonson presented a draft policy dealing with delinquent accounts and water shut off procedures.

**Motion 05-24-11-06** – Merlyn Blue moved and David Hoffmann seconded a motion to accept the policy as written, with the addition of the title of *Delinquent Account Policy*. Motion carried unanimously.

#### **8.c. Draft Resolution of Authority**

**\*\* Action Item 2011-05-04** – Board members and Dick Jonson are to read the Draft Resolution of Authority and forward comments to Scott by June 15<sup>th</sup>. Scott will compile comments for review at the next Board meeting.

### **12. Business from the Board**

Matthew Rodger asked about the status of policies and procedures that support the draft of the resolution. With implementation of the Resolution of Authority, Bylaws and Rules & Regulations may need to be updated.

### **13. Action Item Review**

The action items as noted above were reviewed briefly

### **12. Business from the Board**

**Motion 05-24-11-07** – David Hoffman moved and Matthew Rodger seconded a motion to go into executive session to discuss personnel matters. Motion carried unanimously. Scott Hemingway, Susan Stevens and Bob Pancoast departed and the Board entered executive session at 9:20. The executive session was adjourned and the regular session of the meeting was reconvened at 10:35 pm.

**Motion 05-24-11-08** - David Hoffman moved and Merlyn Blue seconded authorization for the Board to solicit a proposal from a management consultant to conduct a business review of the Association. The proposal will be distributed by email to the Board members. Discussion followed regarding the procedure to approve the engagement and it was decided to poll the Board by email once the proposal was in hand. Motion carried unanimously.

**14. Next meeting – June 28, 2011 at 7:00 pm**

**15. Meeting Adjourned** – 10:43 pm.

Minutes taken by Susan Stevens and Dick Jonson