

ALWA Board of Directors

Meeting Minutes

27 September 2011

1. Call to order

David Hoffmann called to order the regular meeting of the **Ames Lake Water Association** at **7:04PM** on **27 September 2011** in the **Association's business office**.

2. Roll call

The following board members were present: Michael Bicak, Mark Freeman, Jack Praino, Mike Hickey and Merlyn Blue; Matthew Rodger joined by teleconference. Also present were: Richard Jonson, Counsel; Warren Perkins, Engineer with Gray and Osborne; Melissa Torres, interim ALWA general manager; and Greg Bartlett, Principal of Pear Luna.

3. Changes or Additions to Agenda

None

4. Approval of minutes from last meeting

Matthew Rodger moved to approve the minutes of August 23, 2011. Michael Bicak seconded the motion. Motion carried unanimously.

5. Financial Reports and Membership Count

- a) No water loss billing adjustment to report this month.
Matthew Rodger suggested refining the water loss adjustment procedure to formalize the adjustment approval process.
***Action Item: Melissa to review current procedure and report to the Board.
- b) Merlyn Blue moved to approve the checklist. Mike Hickey seconded the motion. Motion carried unanimously.
- c) Merlyn Blue moved to approve the membership list. Mike Hickey seconded the motion. Motion carried unanimously.
- d) The accounts receivable aging schedule was reviewed and discussed. Mr. Jonson noted that Funcannon and Ulrich were subject to payment plans.
*** Action Item: Melissa to review overdue accounts.

6. Old Business

- a) Pear Luna Special Projects Report. Mr. Bartlett reviewed the Pear Luna contract and the status of tasks assigned to Pear Luna.

- b) Michael Bicak moved and Merlyn Blue seconded moving into executive session to discuss personnel issues at 7:45 pm. The motion passed unanimously. All remained except Mr. Perkins. The regular session reconvened at 8:31 pm.
- c) ACH and lockbox opportunities were discussed at length. *** Action Item- Ms. Torres to obtain ACH proposal. *** Action Item – Ms Torres is to prepare a detailed cost comparison for lockbox procedure vs. current process.
- d) Vista Project. No action – held over until reorganization is complete.
- e) Schwab Settlement Check. Ms. Torres confirmed receipt of the Schwab check.

7. New Business

- a) Jack Praino moved and Matthew Rodger seconded a motion to have a board member review and attest to the accuracy of physical copies of each month's checks during board meetings. Motion carried unanimously.
- b) *** Action Item: Melissa Torres to update meeting minutes on ALWA web site.
- c) Warren Perkins left the Board meeting at 8:45PM.
- d) Melissa Torres presented an issue that the printer used to print bills is seriously unreliable. After discussion of options, including engaging counsel to force a return of the machine, Merlyn Blue moved to allow Melissa to trade-in the machine and spend up to \$1500 for a new printer. Jack Praino seconded. Motion carried unanimously.
- e) Board compensation issue tabled.

8. Account Signers

- a) Matthew Rodger moved that the following board members be approved as signers on the ALWA Sno Falls Credit Union account: Dave Hoffmann, Matthew Rodger, Jack Praino and Mark Freeman. Michael Bicak seconded. Motion carried unanimously.
- b) Matthew Rodger moved that the following board members be approved as signers on the ALWA Key Bank account: Dave Hoffmann, Matthew Rodger, Jack Praino and Mark Freeman. Jack Praino seconded. Motion carried unanimously.
- c) Matthew Rodger moved that the following board members be approved as signers on the ALWA BECU account: Dave Hoffmann, Matthew Rodger, Jack Praino and Mark Freeman. Michael Bicak seconded. Motion carried unanimously.
- d) Michael Bicak moved that the following board members be approved as signers on the ALWA ING account: Dave Hoffmann, Matthew Rodger and Mark Freeman. Jack Praino seconded. Motion carried unanimously.

- e) New bank account authorization documents were presented to all members of the board. Each member, individually, is to complete and submit their paperwork to the associated, relevant financial institution.

9. Consultant Reports – none

10. Adjournment

David Hoffmann adjourned the meeting at **10:21PM**.

Minutes taken by: Mark Freeman and Richard Jonson