

ALWA Board of Directors

Meeting Minutes

25 October 2011

1. Call to order

David Hoffmann called to order the regular meeting of the **Ames Lake Water Association** at **7:00PM** on **25 October 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; Jeremy Reier, ALWA water operator; Bob Pancoast, Hydrogeologist with Compass Geographics; Melissa Torres, interim ALWA general manager; and Greg Bartlett, Principal of Pear Luna.

3. Changes or Additions to Agenda

None

4. Business from the Floor

None

5. Approval of minutes from last meeting

September Board meeting minutes were approved by email on October 7, 2011 for banking purposes. Approval was received via email from: Matthew, Michael, Jack and Mark. Matthew moved that the minutes of the September 27, 2011 meeting of the Board of Directors be ratified and approved; Michael seconded. The motion was approved unanimously.

6. Financial Reports and Membership Count

a) Check list approval

Michael brought to the Board's attention the need to narrow the scope of use for petty cash.

Task -> Melissa will include clarification of petty cash use with other related tasks in-process.

Merlyn moved to approve the check list. Michael seconded. All approved.

b) Membership Approval

Mike moved to approve the membership list. Michael seconded. All approved.

c) Aging accounts

Task -> Melissa will write an official water shutoff policy.

The manager was given authority by the Board, by concurrence, to negotiate payments from past-due customers and establish payment plans for routine situations.

d) Water loss billing adjustments

One account with large water usage during the previous month was determined to not meet ALWA policy requirements for a leak adjustment. The Board clarified the manager's authority to approve leak adjustments for amounts less than or equal to \$500. Leak adjustments over \$500 require Board approval. Ms. Torres was instructed to advise the customer of the Board's denial and also advise the customer that an additional appeal procedure was available.

7. Old Business

a) Field update

Jeremy presented an update to field operations for the previous month:

- American Hills transformer and disconnect were replaced.
- A preliminary letter to the Department of Health regarding Arsenic levels and use of the Marshall well was discussed. **Task** -> Bob will present information of Marshall well water rights and use options at the next regular Board meeting.

b) Vista Project

Jeremy presented benefits that completion of the Vista project will provide to water system reliability.

Outstanding permits will need to be renewed to prevent them from lapsing. Greg presented budget information with respect to funding the Vista project. Data indicated operating budget vs actual is on target.

The Board authorized Jeremy to request Gray & Osborne revise and update with cost savings outlined in G&O Memorandum to ALWA dated July 15, 2011, the bid specifications and request bids from two local construction companies,. The bid specifications shall request break out specific cost-cutting options, to allow cost/benefit analysis.

c) SCADA Update

The SCADA master computer and modem is being relocated from the shop to the office, to improve monitoring effectiveness.

Bob and Jeremy departed the meeting at **8:45 PM**.

d) Pear Luna Special Projects Report

Melissa presented an Interim Manager's report for the preceding month.

Task -> Melissa will send preliminary Form 990, last year's form and supporting documentation to the Board for review.

Greg is coordinating quotes for SCADA and IT cleanup.

Task -> Greg to prepare quotes for on-line Board review & approval.

Greg presented an amendment to the Interim Manager contract, to clarify her speaking authority and allow routine purchases and payroll processing.

Michael moved to approve the amendment. Mike seconded. All approved.

8. New Business

a) New Organization Chart and Job Descriptions

Greg presented a proposed organization chart and new job descriptions. The Board will review the proposed job descriptions.

b) Executive Session

Jack moved and Merlyn seconded a move to go into executive session to discuss personnel matters. All approved. Executive session entered at **10:10 PM.**

Executive session exited at **11:02 PM.**

9. Consultant Reports

None

10. Next Meeting

Special session: **November 2, 2011, 7:00 PM**

Next regular session: **November 22, 2011, 7:00 PM**

11. Adjournment

David Hoffmann adjourned the meeting at **11:05 PM.**

Minutes taken by: Mark Freeman and Richard Jonson