

ALWA Board of Directors

Meeting Minutes

24 January 2012

a) **Call to order**

David Hoffmann called to order the regular meeting of the **Ames Lake Water Association** at **7:02PM** on **January 24, 2012** in the Association's business office.

b) **Roll call**

The following board members were present: David Hoffmann, Jack Praino, Mike Hickey, Michael Bicak, Merlyn Blue, and Mark Freeman. Matthew Rodger joined by teleconference. Also present was: Kristina Myers, ALWA office manager; Richard Jonson, Counsel; Bob Pancoast, Hydrogeologist with Compass Geographics; Warren Perkins, Engineer with Gray and Osborne joined at 7:10.

c) **Changes or Additions to Agenda**

ALWA's new office manager, Kristina Myers, was introduced to meeting attendees.

d) **Business from the Floor**

None

e) **Approval of minutes from last meeting**

Merlyn moved to approve the minutes from 12/27/2011. Jack seconded. All approved.

Jack moved to approve minutes from the telephone meeting on 12/12/2011. Matt seconded. Merlyn and Mike abstained, as they were not in attendance. All other approved.

Matt moved to approve minutes from the email meeting on 12/28/2011. Mike seconded. Merlyn abstained, as he was not present. All others approved.

f) **Financial Reports and Membership Count**

a) **Membership Approval** Mike Hickey moved to approve the membership transfers. Merlyn seconded. Matt abstained. All others approved.

b) **Aging accounts**

Various aging accounts were discussed, including issuance of a shutoff notice.

c) **Check List**

Jack moved to approve the check list. Mike seconded. All approved.

d) **Water Loss Adjustment** Membership name and background information was requested. No action.

g) **Old Business**

- a) Pear Luna Update David explained that electronic copies of all policies have been obtained and PearLuna has been paid in full except for SP4 (document retention). After discussion payment of up to \$500 in settlement was authorized by the Board.
- b) **Employee Benefits Update** Kristina was requested to investigate disability insurance and 401k programs. No further action was taken.
- c) **Future Timeline with Lynn (Accountant)** After discussion, up to 4 hours per calendar quarter of CPA time was authorized to review accounting records. Other than quarterly review, Kristina was authorized to cut back Lynn's services as Kristina determines appropriate.
- d) **Develop a Plan to Complete Employment Policies**
Various members of the board were assigned different sections of ALWA policies for review. Results of some reviews will be presented at the next board meeting.

e) **New Business**

- a) **Moving Board Meeting Date**
The board discussed changing the monthly meeting dates. The board concluded the next regular board meeting will be on February 21. All subsequent meetings will be on the second Tuesday of each month. Matt moved and Merlyn seconded the change in dates. All approved.
- b) **Medical Benefits for 2012 Calendar Year** No discussion.
- c) **Hiring Water System Manager**
The Board discussed System Manager candidates, and proposed other channels for advertising the position opening.
- d) **Checking Accounts**
Matt initiated discussion about moving ALWA checking accounts to Key Bank. It was agreed the benefits warrant establishing a checking account at Key Bank for major purchases, and a second account for Office Manager incidental purchases (petty cash). Matt will email the board a summary of an updated plan for the billing/payment process. He noted that the bylaws may need updating.
Jack moved to open a petty cash account at Key Bank. Mike seconded. All approved.

f) **Management Report**

- a) **L&I Update**
Kristina presented savings in L&I charges by tracking Jeremy's time in the field, vs time in the office. Both ALWA and Jeremy would save money doing so.
- b) **Collections**
Loreto and Ulrich. Mr. Jonson stated that the Association should not compromise its water rates but noted that settlement of interest charges on an installment agreement was possible in exchange for a full settlement. Other collection matters were discussed as well

g) Consultant Reports

Bob Pancoast presented results of investigating Overdale Water Association's water rights. Several possible actions were discussed.

Warren Perkins presented a summary of preparations for the Vista project.

h) Next Meeting

Next regular session: **February 21, 2012, 7:00 PM**

i) Adjournment

David Hoffmann adjourned the meeting at **10:35 PM**.

Minutes taken by: Mark Freeman and Richard Jonson