

ALWA Board of Directors

Meeting Minutes

21 February 2012

a) **Call to order**

David Hoffmann called to order the regular meeting of the **Ames Lake Water Association** at **7:02PM** on **February 21, 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 were: Kristina Myers, ALWA office manager; Richard Jonson, Counsel; Bob Pancoast, Hydrogeologist with Compass Geographics.

ALWA board members Terry Arnold and Denise Arnold were present.

c) **Changes or Additions to Agenda**

None

d) **Business from the Floor**

Terry Arnold presented a summary of issues with regard to an irrigation leak at his home and the amount of the leak adjustment that was previously granted. Terry questioned the ALWA billing adjustment, as it is based on historical usage prior to purchase of his home. The Board discussed details with Terry to obtain a clear description of the issue. Terry and Denise departed the Board meeting at 7:35pm.

After discussion of the issue among Board members and counsel, the following was proposed:

Matthew moved that the Arnold's billing adjustment be based on average water use for the previous three months' usage, reflecting the new homeowners' use pattern. Jack Seconded. Merlyn and Michael voted Nay; All others voted Yay. Motion carried. Ms. Myers was directed to issue a corrected billing and to contact the Arnolds.

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

Matthew moved to approve the minutes from 2/21/12. Jack seconded. All approved.

f) **Financial Reports and Membership Count**

a) **Check List**

Merlyn moved to approve the check list. Jack seconded. All approved. Matthew inquired about details of check card charges for a restaurant and Best Buy, and proposed a method be created to record expenses.

Action item: Kristina will create an expense form for debit cards.

b) **Membership Approval** Matthew moved to approve the membership transfers. Mike seconded. All approved.

c) **Aging accounts**

Kristina presented an update on a persistently delinquent member account. Jack moved the member be served with a three-day shutoff notice and post-due payments must be submitted to ALWA before restoring service. Mike seconded. All approved.

d) **Water Loss Adjustment**

Arnold's situation was discussed earlier, during Business From the Floor.

g) **Old Business**

a) **Policy Review**

Board members reviewed and updated various policy documents. Two were reviewed at the meeting:

- **Purchasing Procedure**

Michael, Dave and Mark presented the updated document. After Board discussions, a few changes were made.

Matthew moved to approve Purchasing Procedure #19, Revision 0.2. Merlyn seconded. All approved.

- **Personnel Policy**

This document was previously reviewed and updated by Richard, Jack, Mike, Merlyn and Kristina. After Board discussion a few additional changes were made to the document. Opinions were split on ALWA paying for Jury Duty; A vote was taken:

Michael, Mark, Matthew and Mike voted to pay for Jury Duty.

Jack and Merlyn voted against pay for Jury Duty. Motion carried.

Action item: Richard will research wording with respect to computer access of private information and review the Privacy and Confidentiality policy. Changes to the draft personnel policy will be reviewed and voted on in the next Board meeting.

b) **Water System Manager Update**

Dave presented a summary of an interview with a candidate for the Water System Manager position. It was proposed the candidate also meet with Kristina and Jeremy.

Action item: Dave, Michael and Mike will investigate compensation ranges for the position.

c) **Discuss Establishing Fund for Hardship Cases**

This has been deferred to a future Board meeting. Bob will supply information on a program available for utilities.

d) **New Business**

a) IT Update and Discussion

Kristina noted Quickbooks will be updated to the current version to keep our payroll subscription active.

e) Management Report

New locks were to be installed at the well sites on Thursday.

f) Consultant Reports

Bob Pancoast provided an update on the Overdale Water Rights. The Board discussed water rights and projected needs of ALWA. Jack requested an update of the Association's water supply requirements.

The attorney reviewed a request for severance pay and destruction of three letters by a former employee.

g) Business from the Board

Matthew moved to hire Vine Dahlen to perform the 2012 ALWA audit. Michael seconded. All but Merlyn approved.

h) Next Meeting

Next regular session: **March 13, 2012, 7:00 PM**

i) Adjournment

David Hoffmann adjourned the meeting at **11:25 PM**.

Minutes taken by: Mark Freeman and Richard Jonson