

Ames Lake Water Association

Board of Directors Meeting

June 12th, 2012

7:00 P.M

Meeting Minutes

1. Call to Order

David Hoffmann called to order the regular meeting of the **Ames Lake Water Association** at **7:03PM** on **June 12, 2012** in the Association's business office.

2. Roll Call

The following board members were present: David Hoffmann, Mike Hickey, Merlyn Blue, Mark Freeman and Matthew Rodger, who joined the meeting by teleconference. Michael Bicak was absent at the start of the meeting, joining at 8:50PM. Jack Praino was absent at the start of the meeting, joining at 9:04PM. Also present were: Kristina Myers, ALWA office manager; Jeremy Reier, ALWA Systems Operator; Richard Jonson, Counsel; Bob Pancoast, Hydrogeologist with Compass Geographics; and Warren Perkins, Engineer with Gray and Osborne.

3. Changes or Additions to Agenda

None

4. Business from the Floor

None

5. Minutes Approval

Matthew proposed a minor change to the minutes. Michael moved to approve the minutes as amended; Matthew seconded. All approved.

6. Consultant Reports

a. Compass Geographics

Bob discussed trends in state water regulations, and presented computer forecasts of summer temperature and precipitation. Temperatures, and thus water usage, should equal or be slightly higher than normal.

b. Gray & Osborne - Vista Project Update

Warren updated progress on the Vista project:

- Well flow testing succeeded, allowing a higher-capacity pump to be installed pursuant to a previously approved change.
- The new building walls are complete; piping and electrical are due to be completed in August.
- A section of existing pipe due to become part of the higher pressure zone was discovered to be made of polybutylene. Installation of a 2-inch Pressure Reducing Valve (PRV) is recommended to maintain current pressure when Vista updates are completed. Warren is to apply for a right of way construction permit and Jeremy and Warren are to consider line replacement vs. PRV installation.

c. Jonson & Jonson

None

Warren and Bob left the meeting at 8:05PM.

7. Financial Reports and Membership Count

a. Check List Approval

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

b. Membership Approval

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

c. Aging Accounts

Accounts receivable were reviewed and Kristina expressed frustration with the CUSI software.

d. Water Loss Billing Adjustments

Kristina approved one water loss adjustment for \$139.43, as the manager is authorized.

8. Old Business

a. Water System Manager update

One candidate was interviewed with three applicants to be evaluated.

b. Review of pro forma and finalization of vote on Key Total Treasury (KTT) platform

(Michael and Jack joined the meeting during this discussion)

Matthew presented the KTT pro forma in detail. He pointed out implementing KTT would reduce fraud risk and help office operations. Further, it addresses weaknesses noted in the annual audits. An estimation of the net costs of the program were discussed at length.

From the Board meeting of 5/8/2012 voting, the following pending motion was read: *"Matthew Rodger moved to approve the Key Total Treasury (KTT) agreement with Key Bank. Mike seconded."*

The vote on the motion was called for and all approved.

c. Final Policy Review. No action.

9. Operator's Presentation

i. Update to Daniels Ranch generator

Jeremy presented plans for replacing the Daniel's Ranch generator with the Marshal well generator. Discussion ensued regarding the size of propane tanks required to support Daniels Ranch and Vista wells during an extended power outage. It was agreed that 1000 gallons is sufficient for historically worst-case outages.

Jack moved to approve an expenditure of up to \$19,500 for relocation of the Marshal well generator to Daniels Ranch, addition of an automatic transfer switch, and purchase and installation of two 1000 gallon propane tanks for Vista and Daniels Ranch. Merlyn seconded. All approved.

ii. SCADA system communication upgrade

Jeremy presented a plan to update SCADA communications with cellular modems.

Jack moved to approve expenditure of \$1,589.90 for a trial implementation of 2 cellular modems with a 30-day money-back guarantee. Michael seconded. All approved.

Jeremy left the meeting at 9:04PM.

10. New Business

a. Administrative discussion

Jack moved to enter executive session to discuss personnel matters. Merlyn seconded. All approved. Executive session was entered at 9:45PM.

Executive session was exited at 10:01PM and the regular session of the meeting was reconvened.

Matthew moved to authorize Dave to extend an offer to a candidate for Operations Manager.

Merlyn seconded. All approved.

11. Management Report (Kristina)

Training will be required to utilize advanced features of the CUSI billing system. **Action item:** Kristina will determine costs for CUSI training.

ALWA staff wishes to add remote access to system computers. **Action item:** Kristina will investigate implementing VPN access.

Discussion about renters of homes in the ALWA service area confirmed that ultimate responsibility for payment resides with the homeowner

12. Next Meeting: July 10th, 2012 7:00pm

13. Adjournment

David Hoffmann adjourned the meeting at **10:07 PM**.