

Ames Lake Water Association

Board of Directors Meeting

July 10th, 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 **July 10, 2012** in the Association's business office.

2. Roll Call

The following board members were present: David Hoffmann, Michael Bicak , Jack Praino, Mark Freeman and Matthew Rodger, who joined the meeting by teleconference. Absent were board members Mike Hickey and Merlyn Blue. Also present were: Kristina Myers, ALWA office manager; Bob Pancoast, ALWA operations manager; Jeremy Reier, ALWA Systems Operator; Richard Jonson, Counsel; and Josef Dalaeli, Engineer with Gray and Osborne.

3. Changes or Additions to Agenda

None

4. Business from the Floor

David welcomed Bob Pancoast to his new position as ALWA operations manager.

5. Minutes Approval

Jack moved to approve the June 12th minutes with changes; Mark seconded. All approved.

6. Consultant Reports

a. Compass Geographics

Bob noted that new, lower Lead limits for plumbing will go into effect in 2014. Existing stocks of materials do not pose a health hazard and can be used until that time.

New coliform rules will appear later this summer.

b. Gray & Osborne - Vista Project Update

Josef updated progress on the Vista project:

- Most internal plumbing is complete.
- The contractor installed a wrong pump. They will replace the pump without impacting the schedule, which is paced by the electrical equipment supplier.
- **Action item:** Gray & Osborne to generate an updated schedule by the following week.

c. Jonson & Jonson

None

7. Financial Reports and Membership Count

a. Funds Transfer

Matthew moved to authorize the transfer of \$50,000 from the money market account to Key Bank checking. Michael seconded. All approved.

b. Check List Approval

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

c. Membership Approval

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

d. Aging Accounts

Aging accounts were reviewed, including 3 water shutoffs.

e. Water Loss Billing Adjustments

Kristina approved 3 water loss adjustments, all relatively minor amounts.

8. Old Business

a. Accountant FY13 Proposal

Lynn Jackson's proposal for accounting oversight services was reviewed by the Board. Kristina expressed that it is a good proposal. Richard suggested a termination clause be added to the proposal.

Matthew moved to approve the proposal with a termination clause to be added by Richard Jonson. Jack seconded. All approved.

Jeremy left the meeting at 9:15PM.

b. Final Policy Reviews

i. On-call Hours and Wages

The Board discussed procedures and compensation with regard to operations staff on-call duty. **Action item:** Management and Richard will draft text for a revised on-call policy.

ii. Delinquent Account and Water Shutoff Policy

Richard discussed various changes to Delinquent Account and Water Shutoff policies.

Action item: Kristina to investigate fees and interest charges historically used on delinquent accounts.

iii. Water Loss Billing Adjustment Policy

Richard presented updates to the Water Loss Billing Adjustment Policy: clean-up of text, authorization for the Business Manager to negotiate payment, and charging 6% interest on late payments.

Jack moved to accept the policy with presented changes. Michael seconded. All approved.

9. New Business

a. Water System Report

i. Summer Helper

Jeremy expressed the need for part-time assistance with maintenance tasks during the summer. After discussion with the Board, Jack moved to authorize \$4500 to hire helpers to perform maintenance tasks. Matthew seconded. All approved.

ii. Main Replacement

Jeremy presented proposals to replace two sections of water main, one on 277th and the other on 278th, with higher-quality lines. The new lines will be better-suited for the new pressure zone from the Vista project implementation. Michael moved approve up to \$15,093.48 to replace these sections of water main. Jack seconded. All approved.

iii. Member Home Sale

Jeremy conveyed an offer by a member to sell their home to ALWA. The Board determined purchasing the property would not best serve the membership.

Josef left the meeting at 9:10PM.

b. Finalize Annual Meeting

The proposed president's letter was reviewed, and general discussion of plans for the annual meeting ensued.

The annual meeting will be held at Chief Kanim Middle School, starting at 6:30 on September 11.

10. Management Report

a. IT Update

Kristina discussed with the Board upcoming IT activities, including: new computer recommendations, improved security measures and implementing Microsoft Office 365 for email.

b. CUSI Training

Kristina and Liz are planning to use CUSI online training.

c. Insurance

Kristina is investigating the possibility of pooling with other local utilities, in order to obtain better health insurance rates.

11. Next Meeting: August 14th, 2012 7:00pm

12. Adjournment

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