

# Ames Lake Water Association

Board of Directors Meeting

August 14<sup>th</sup>, 2012

7:00 P.M

## Meeting Minutes

1. Call to Order

**Jack Praino** called to order the regular meeting of the **Ames Lake Water Association** at **7:00PM** on **August 14, 2012** in the Association's business office.

2. Roll Call

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

3. Changes or Additions to Agenda

None

4. Business from the Floor

None

5. Minutes Approval

Michael moved to approve the July 10<sup>th</sup> minutes; Mike seconded. All approved.

6. Consultant Report

a. Gray & Osborne - Vista Project Update

Josef updated progress on the Vista project:

- Pressure test completed.
- System testing should be completed by the end of the month.
- The system should be operational by the end of September.

b. Jonson & Jonson

None

7. Audit Report to the Board

Kim and Lisa presented results of the most recent audit of ALWA. Two topics were covered:

- Material weaknesses. Five material weaknesses were presented and the board discussed how they have been, or will be addressed.
- The financial statement was presented with a brief discussion.  
Vine Dahlen will present the same material at the ALWA annual meeting.  
Kim and Lisa left the board meeting at 7:55PM.

8. System Manager Report

Bob presented a summary of system operations:

- Water production is up, which is consistent with warm weather late July & early August.
- Forecast through October is for below normal precipitation, suggesting higher than average water production.
- Photos of Vista project progress were presented.
- Vista well #2 probably has a failing pump. Measures are being taken to keep the pump operational until it is replaced next month as part of the Vista project.
- A water main break occurred on W Ames Lake Dr. early in the evening of July 27. The main was repaired by 10:30PM.
- Michael asked about seismic improvements to the system. Bob noted that all new construction is up to local seismic standards.
- Monthly safety and education meetings are being planned for ALWA staff.

- A “No cash on premises” sign will be created for the office door.
- Three new memberships were added. Sixteen memberships remain available.
- Bob noted potential legislation related to fire hydrant liability may affect ALWA.
- **Action item:** Bob will present future projects and programs at the October 9 board meeting.

9. Business Manager Report

Kristina present the business manager’s summary:

- New format bills were sent out Friday September 10.
- The Key Bank, Key Total Treasury system was started.
- Matthew moved to add Bob to the small purchases account. Michael seconded. All approved.
- Matthew moved to add \$4,600 to the small purchases account. Mark seconded. All approved.
- Kristina proposed \$4,400 for computer upgrades and \$44.99/month wireless data aircard service for field operations. After the board and staff discussed options, Jack moved to authorize \$3,400 + \$44.99/month for computer upgrades and data aircard service. Michael seconded. All approved.
- The ALWA annual meeting is set for September 11, at 6:30PM, at Chief Kanim Middle School.
- Jack moved for the board to review the financial statement and vote by email by August 20. Matthew seconded. All approved.

The board and Richard discussed changes to the bylaws to support proposed procedures for payment approval using Key Total Treasury. Jack offered to contact Key Bank to look for options which conform to current bylaws.

10. Financial Reports and Membership Count

- Check List Approval  
Mark moved to approve the check list. Mike seconded. All approved.
- Membership Approval  
Mike moved to approve the membership transfers. Michael seconded. All approved.
- Aging Accounts  
Aging accounts were reviewed by the board.
- Water Loss Billing Adjustments  
Water loss billing adjustments were reviewed by the board.

11. New Business

- Budget Review  
Kristina presented an overview of a proposed budget prepared by her and Bob. A separate meeting was suggested to review the budget in detail. Michael moved to hold a meeting to review the budget at the ALWA office on August 28, 2012, at 6:30. Jack seconded. All approved.

12. Next Regular Meeting

Annual meeting September 11<sup>th</sup>, 2012 6:30pm, Chief Kanim Middle School; Board meeting to follow annual meeting.

13. Adjournment

**Jack Praino** adjourned the meeting **9:40 PM**.

Minutes prepared by Mark Freeman