

# Ames Lake Water Association

Board of Directors Meeting

November 13<sup>th</sup>, 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 **7:01PM** on **November 13, 2012** in the Association's business office.

2. Roll Call

The following board members were present: David Hoffmann, Michael Bicak and Mark Freeman. Matthew Rodger and Jack Praino joined by telephone. Absent were board members Mike Hickey and Merlyn Blue. Also present were: Kristina Myers, ALWA office manager; Bob Pancoast, ALWA operations manager; Richard Jonson, Counsel; 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 moved to approve the October 9<sup>th</sup> minutes; Michael seconded. All approved.

6. Membership Transfers

Mark moved to approve transfers; Michael seconded. All approved.

7. Water Loss Adjustments

Six adjustments were made for the month, one is waiting for owner's documentation and one request was denied. All adjustments and the denial were made pursuant to policy, were within the Business Manager's approval limits and required no Board action.

8. System Manager Report

Bob presented a summary of system operations:

- Water production was normal for October.
- The office file server failed, necessitating transferring operations to other computers. A previously-planned replacement server is now installed and running.
- An on-site review of the Vista projects was held with the contractor, including a "punch list" of items to be completed.
- A new automatic power transfer switch at the Vista site was tested and operated successfully.
- Daniels Ranch now has a 500 gallon propane tank installed.
- The Vista telemetry system antenna was adjusted; investigation of replacing the telemetry system with a 3G network continues.
- Old, inactive wells were investigated, with electrical power disconnected to some of them. The wells will be used for aquifer monitoring and therefore, will not be abandoned.
- A request was received for information on water service for a potential non-residential structure or campus in the northeast portion of the service area. Commercial levels of fire flow would likely be required. After discussion it was agreed that a schedule for service for meters above 1-inch is needed.
- Warren left the meeting at 8:18 PM.

9. Consultant Reports. Warren reported on the status of the Vista project and stated that a draft water supply capacity study would be presented at the December Board meeting.

10. Business Manager Report

- Matthew emphasized that file system backups must be stored off-site, for protection against flood and fire. Kristina will ensure this happens.
- The letter-folding machine failed while preparing monthly bills. In the interim, letters were folded with an off-site machine. This resulted in billings mailed later than usual. The machine should be repaired before the next billing cycle.
- Kristina presented initial numbers for AWLA staff disability insurance. The Board discussed other options and planned a board-level email discussion of Disability Insurance policy. The goal is to establish a plan at the next Board meeting.  
**Action item:** Kristina to obtain more information on disability plans from the insurance broker.
- Matthew moved to put Comcast and Verizon Wireless on automatic EFT. Jack seconded. All approved.
- Kristina presented option for retirement benefit plans. After discussion with the Board, it was agreed more information will be needed.  
**Action item:** Kristina will email retirement plan details to Board members for follow-on email discussion.
- The prepared 990 form was reviewed by the Board. Matthew moved to approve the 990 form with specific, minor edits. Michael seconded. All approved.

#### 11. Financials

- Jack moved to approve the check list (which included etf's). Mark seconded. All approved.
- **Action item:** Kristina will email the Board an aging summary for the past month.
- **Action item:** For the February Board meeting, Kristina and Bob will compare the current CUSI billing software with competitive products and present a recommendation.
- **Action item:** Bob will obtain a statement of work from a rate-setting consultant. The plan is to review the water rate structure with the goal of maintaining operating revenue and long-range continued water availability.
- **Action item:** For the January Board meeting Bob will investigate the process of applying for an RDA loan to fund future projects.

#### 12. Next Regular Meeting

The next regular meeting will be **December 11, 2012, 7:00 PM** at the Association's business office.

#### 13. Special Meeting

A special meeting of the Board will be held **January 15, 2013, 7:00 PM** at the Association's business office. The meeting will be a review of current water rates and planning for a future rate structure.

#### 14. Adjournment

**David Hoffmann** adjourned the meeting **9:34 PM**.

Minutes prepared by Mark Freeman