

Ames Lake Water Association
Board of Directors Meeting February 12th, 2013
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 February 12, 2013** in the Association's business office.

2. Roll Call

The following Board members were present: David Hoffmann, Jack Praino, Mike Hickey and Mark Freeman. Matthew Rodger joined by telephone. Michael Bicak joined at 7:25. Absent was Board member 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. Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

- Minutes,
- Membership Transfers,
- Water Loss adjustments and,
- Aging Accounts.

Mark moved to approve the Consent Agenda, with a minor change to the minutes. Mike seconded. All present approved except for Matthew, who abstained as he had not had the opportunity to review the documents. David voted to approve, his vote required to establish a majority.

6. Consultants' Report(s):

Warren presented results of the water system capacity study. Key points of the study are:

- Average water use per member has decreased in recent years,
- Based on tentative assumptions, up to 300 new connections may possibly be allowed,
- Long-term growth projects eventual 150 connection deficit with current water system capacity,
- Current system growth is 5 to 10 new connections per year.

Bob made the following recommendations, based on the capacity study:

- Release a block of 50 memberships,
- Maintain water conservation measures,
- Continue updates to the aging infrastructure to minimize water leakage.

An update to the Water System Plan with information from the capacity study will be submitted to the Department of Health.

Jack moved to increase available memberships by 50 connections and to amend previous Board adopted motions accordingly. Mike seconded. All approved.

Bob updated the Board on the status of the Vista project and noted that the contractor was working on punchlist items.

7. System Manager Report

Bob presented his findings on programs available to utilities for assisting low-income customers. He will next investigate outside assistance services.

The manufacturer of radio-read meters budgeted for installation during 2013 has ceased production. The alternate manufacturer's meter is more expensive, increasing estimated costs from \$116,000 to \$137,298. Discussion followed as to whether the schedule for meter installations should be cut back or remain in

place. The consensus was to stay on schedule. Mike moved to amend previously approved budget for meters to \$137,500. Matthew seconded. All approved.

Michael and Dave proposed improving the ALWA website, to improve member communications. **Action item:** Bob and Kristina make a plan for updating the website.

Bob presented to the Board comparative data for other utilities' retirement savings programs.

Bob presented preliminary plans for a one story, approx. 3,600 sq. foot building for the Vista site.

Discussion followed concerning the layout of the building and the financial benefits of owning an office and storage facility versus the cost of renting. The Board concurred that the project was worth pursuing and the benefits will need to be carefully explained to the members.

10. Business Manager Report

In addition to detailed operations data provided before the Board meeting, Kristina presented summary information in a "newsletter" format :

- Financial overview,
- Updates to billing software (concurrence with acquisition by Kristina pursuant to procurement authority of cross connection module (cost \$1,500) and bill presentment module (cost \$975)),
- Preparations for online bill presentation,
- Budget – draft budget to be presented at March Board meeting.

Warren left the meeting at 9:07PM.

12. Miscellaneous

Checklist

Mike moved to approve the checklist. Jack seconded. All approved except for Matthew, who abstained, as the checklist was not available for his review.

Bob and Kristina left the meeting at 9:30PM.

Trustee Compensation

Matthew presented research of comparative Board compensation for comparable water utilities in the region. After discussion, the Board concurred that ALWA should follow Washington State statutes which set compensation limits for water district commissioners.

Michael moved to establish Board member compensation at \$104 per official meeting in accordance with RCW 57.12.010 but not to include automatic inflation adjustments. Mike seconded. All approved.

Michael moved to enter executive session at 9:54 pm to discuss staff retirement and disability benefits.

Mark seconded. All approved.

Executive session exited at 10:53 PM.

13. Next Regular Meeting

The next regular meeting will be **March 12, 2013, 7:00 PM** at the Association's business office.

14. Adjournment

David Hoffmann adjourned the meeting **10:55 PM**.

Minutes prepared by Mark Freeman