

Ames Lake Water Association
Board of Directors Meeting February 14th, 2014
7:00 P.M

Meeting Minutes

1. Call to Order

David Hoffmann called to order the regular meeting of the Board of Directors of **Ames Lake Water Association** at **7:02 PM** on **February 14, 2014** in the Association's business office.

2. Roll Call

The following Board members were present: Michael Bicak, David Hoffmann, Jack Praino, Mark Freeman, Craig Bomben and Merlyn Blue. Matthew Rodger joined by telephone. 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. Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

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

Jack moved to approve all items on the Consent Agenda. Merlyn seconded. All approved.

4. Lease Extension

The Board reviewed the office Lease Extension Agreement with Glen and Rebecca Gordon. Michael moved to approve the lease extension, with typographic errors corrected. Jack seconded. All approved.

5. Engineering Report

Warren stated the Notice to Proceed has been issued for the 52nd Street project.

6. System Manager Report

Bob reported on the following:

- There were no cold-weather related issues with the water system.
- The NE 52nd Street booster project will begin late February or early March. Projected completion is mid-April.
- DOH has approved the Assn's calculations for increased connections and the Assn is in green operating status.

7. Office Manager Report

Kristina reported on the following:

- Tax forms (1099 & W2) have been sent out.
- The prepared 990 form was reviewed by the Board.

Matthew moved to approve the 990 form for the 2013 tax year. Jack seconded. All approved.

- Kristina asked the Board to approve extra work hours to accomplish tasks assigned by the Board. Discussion followed concerning the extent of the request and the tasks to be accomplished with the extra time. Matthew suggested shortening office hours. Jack moved to authorize extra 60 hours for the Office Manager over the next two months, to substantially complete 2014 and 2015 budget and cataloging ALWA fixed assets. Matthew seconded. All approved.
- Action Item: Obtain quote from Vine Dahlen to audit 2014 books.

Warren left the meeting at 8:15 PM

8. Credit Card Service Quote

The Board reviewed a quotation from Retail Lockbox to provide credit card payment service for ALWA members. The proposed fees for the service were reviewed and discussed. After discussion, the Board agreed to hold off negotiations for credit card service until available options and costs are investigated. Board member communications with outside parties was then discussed. The attorney was requested to prepare a draft communication protocol for review at the next meeting.

9. Checklist Approval

Merlyn moved to approve the checklist. Jack seconded. All approved.

Action Item: Replace staff debit cards with credit cards, due to the latter's better security. Bring card applications to next meeting, plus a statement of proper card use by staff.

10. Next Regular Meeting

The next regular meeting will be **March 11th, 2014, 7:00 PM** at the Association's business office.

11. Adjournment

Dave Hoffmann adjourned the meeting **9:07 PM**.

Minutes prepared by Mark Freeman, secretary