

Ames Lake Water Association
Board of Directors Meeting April 15th, 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 **April 15, 2014** in the Association's business office.

2. Roll Call

The following Board members were present: David Hoffmann, Jack Praino, Mark Freeman, and Craig Bomben. Matthew Rodger joined by telephone. Michael Bicak joined at 7:35PM. Also present were: Kristina Myers, ALWA office manager, Bob Pancoast, ALWA operations manager, and Richard Jonson, Counsel.

3. Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

- Minutes of the April Board meeting,
- Membership Transfers,
- Water Loss adjustments and,
- Aging Accounts.

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

4. System Manager Report

Bob reported on the following:

- Unaccounted water for the month was 3.9%. By monitoring water flow readings via the SCADA system, a significant leak was located and repaired at the South end of Ames Lake.
- The American Hills updates should be complete and on-line by June.
- The 52nd St. booster project is projected to be complete by the end of April.
- Bob presented a two-page summary of the operations and financial justification for ALWA building its own Office and Field Operations building at Vista.
- For FYE2015, operations will concentrate on:
 - (Updating documentation,
 - (preparation for RDA loans,
 - (preparations for new projects,
 - (and maintenance.
- Bob presented the benefits of updating ALWA maps and incorporating GIS information.

Jack moved to approve spending \$8,570 per Gray and Osborne's proposal for GIS map preparation and \$8,500 + tax for asset management software. Michael seconded. All approved.
- Bob reviewed with the Board benefits to the water system by acquiring and regularly using a valve exerciser. A proposal from EH Wacks Company was reviewed and discussed.

Michael moved to approve \$24,500 + tax to order a valve exerciser from EH Wacks Co. Craig seconded. All approved.

5. Checklist Approval

Jack moved to approve the checklist and EFT transactions. Michael seconded. All approved.

6. Office Manager Report

Kristina presented the following:

- Lockbox determined that members did not receive erroneous entries on their statements around March 11. Therefore, planned emails and telephone calls to members were not performed.
- ALWA received 4 calls concerning checks sent for processing but were not received at Retail Lockbox.
- Vine Dahlen sent a FYE2014 audit engagement letter estimate of \$12,500. Discussion followed concerning the need for alternative bids.

Matthew moved to engage Vine Dahlen for FYE2014 audit. Michael seconded. All approved.

- The Annual Meeting will be on **September 16, 2014, 7:00 PM** at the ALWA offices.
- Action item: Obtain a quote from Patrick O'Rourke for preparation of 2014 990 form.
- Cataloging of Fixed Assets is estimated to be 59% complete. This task is expected to be finished by the next Board meeting.
- The FYE2015 budget was reviewed briefly.

Jack moved to enter Executive Session to discuss legal matters with counsel.

Michael seconded. All approved.

Executive session was entered at 9:10PM.

Executive session was exited at 9:14PM.

- Budget line items were reviewed. Two changes were requested:

Adjustments to some category assignments.

Increase training budget to \$3000.

Jack moved to approve the FYE2015 budget with proposed changes. Matthew seconded. All approved.

7. Miscellaneous

Matthew moved to approve transfer of \$1000 from the Capital One 360 account to Key Bank. Michael seconded. All approved.

8. Next Regular Meeting

The next regular meeting will be **May 13th, 2014, 7:00 PM** at the Association's business office.

9. Adjournment

Dave Hoffmann adjourned the meeting **9:40 PM**.

Minutes prepared by Mark Freeman, secretary