

## ***ALWA Board of Directors***

### ***Meeting Minutes***

13 March 2012

a) **Call to Order**

**David Hoffmann** called to order the regular meeting of the **Ames Lake Water Association** at **7:07PM** on **March 13, 2012** in the Association's business office.

b) **Roll Call**

The following board members were present: David Hoffmann, Jack Praino, Mike Hickey, Michael Bicak, and Mark Freeman. Matthew Rodger joined by teleconference. Merlyn Blue was absent. Also present were: Kristina Myers, ALWA office manager; Jeremy Reier, System Operator; Richard Jonson, Counsel; and Warren Perkins, Engineer with Gray and Osborne.

c) **Changes or Additions to Agenda**

None

d) **Business from the Floor**

None

e) **Approval of Minutes from Last Meeting**

Matthew proposed a correction to the minutes from 2/21/12; the change was incorporated. Michael moved to approve the minutes, as amended. Matthew seconded. All approved.

f) **Vista Project Update**

Warren presented an update on the Vista booster station progress. The project is on schedule. Tanner Electric is requiring a pad-mounted transformer, rather than a pole-mounted transformer which was in the project plan. Warren estimated additional cost of approximately \$6,000 for a concrete pad.

g) **Operations Report**

Jeremy presented an update on operations. The Department of Health (DOH) will require response to the Marshal well Arsenic noncompliance by July. Jeremy recommends re-designating the well as "seasonal," as it is only needed for peak water use during the summer. This will make the well compliant with DOH requirements.

h) **IT System Update**

Kristina discussed IT support services, and recommended ALWA use Software Solutions. Matthew also talked with the proprietor of Software Solutions and recommended them.

Jeremy recommended placing the SCADA system behind an internet firewall. Michael pointed out pending legislation on SCADA system security.

Jack moved for Kristina to have authority to commit up to \$2500 to fix and update the IT system. Matthew seconded. All approved.

**i) Additional meter reader**

Kristina discussed the need for periodic assistance reading water meters. She had identified a candidate, Noah Benson. Jack moved ALWA hire Noah for part time help and meter reading. Matthew seconded. All approved.

Warren left the meeting at 7:50 PM.

**j) Financial Reports and Membership Count**

After discussion of the various bank accounts holding ALWA funds, Jack moved that ALWA take \$300,000 from Sno Falls Credit Union and deposit it in Key Bank. Michael seconded. All approved.

Matthew moved to approve the membership transfers. Jack seconded. All approved.

Matthew moved to enter executive session. Mike seconded. All approved. Executive session was entered at 8:10PM.

Executive session was exited at 8:14.

**k) Water System Manager**

• **Offer of Employment Approval**

By email, Michael moved that Dave submit an offer of employment for the position of Water System Manager. Matthew seconded. All approved except for Merlyn, who was absent. The motion was approved on March 10, 2012.

Dave gave an update on filling the Water System Manager position. He is putting together an offer letter to a candidate.

**l) Retail Lockbox Rollout**

Matthew presented an update on moving payment processing to Retail Lockbox.

- April 10 billing is to use the new service.
- A sample ALWA member alert letter, listing the new payment address was presented.
- A new bill format is being planned, which will reduce processing costs.
- Paperless bill payment is being planned. An online payment option through Retail Lockbox is one option discussed. Automatic ACH payment is will be eventually implemented.

**m) Checklist Approval**

Mike moved to approve the checklist. Michael seconded. All approved.

n) **Miscellaneous Business**

Michael moved to enter executive session, to discuss personnel issues. Jack seconded. All approved. Executive session was entered at 8:36PM. Executive session was exited at 8:49PM.

Kristina is investigating updating ALWA Chart of Accounts. She has contacted Bob Pancoast to help forecast water use and create a preliminary income forecast. She will take a first cut at a budget.

Jack moved to renew the ALWA lease for the next year. Michael seconded. All approved.

Matthew moved to change three vendors' accounts to ACH, to avoid late fees. Michael seconded. All approved.

Matthew recommended a safer alternative to debit cards for incidental expenses. It was generally accepted that Kristina and Jeremy should instead have credit cards with specified balance limits.

a) **Policy Review**

Board members reviewed and updated various policy documents. Four were reviewed at the meeting:

- **Personnel Policy**  
Mark moved to approve Personnel Policy, #9, Revision 0.2, subject to legal review. Michael seconded. All approved.
- **Small Works Procurement Policy**  
Mike moved to approve Small Works Procurement Policy, #8, Revision 1.2. Jack seconded. All approved.
- **Whistleblower Protection Policy**  
Jack moved to approve Whistleblower Protection Policy, #6, Revision 1.1. Mark seconded. All approved.
- **Document Retention Policy**  
Michael moved to approve Document Retention Policy, #2, Rev 1.2. Mark seconded. All approved.

b) **Next Meeting**

Next regular session: April 10, 2012, 7:00 PM

**Due to board member time conflicts, the board meeting was moved to April 16, 2012, 7:00 PM.**

c) **Adjournment**

**David Hoffmann** adjourned the meeting at **10:32 PM**.

Minutes taken by: Mark Freeman and Richard Jonson