

Ames Lake Water Association
Board of Directors Meeting January 8th, 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 **7:01PM on January 8, 2013** in the Association's business office.

2. Roll Call

The following board members were present: David Hoffmann, Michael Bicak, Jack Praino, Mike Hickey, Merlyn Blue and Mark Freeman. 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. Changes or Additions to Agenda

None

4. Business from the Floor

None

5. Minutes Approval

Michael moved to approve the December 11th minutes with a minor change; Mike seconded. All approved.

6. Consent Agenda

The Board discussed implementing a "Consent Agenda," where regular monthly board approvals are consolidated into a single voting action in order to improve efficiency.

Jack moved to implement a Consent Agenda at the next board meeting, incorporating:

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

Matthew seconded. All approved.

7. Membership Transfers

Matthew moved to approve transfers; Mike seconded. All approved.

8. Aging Accounts

After reviewing over-due accounts, the Board discussed options of assistance for ALWA members to pay water bills.

Action Item: Bob will gather information on support systems for utility customers.

Next Board meeting agenda item: Hardship support.

9. Water Loss Adjustments

Water loss adjustments were all within Management's approval limits and required no Board action.

10. Consultants' Report(s):

Warren presented an update on the Vista project:

- Addition of a valve and sample port to well 1A will improve safety and simplify water sampling. He and Jer emy recommended approval of a change order for the addition.
 - Mike moved to approve a change order no. 3 to the Vista well improvement contract with Stouder Construction in the amount of \$1288.16 to implement the additional work; Merlyn seconded. All approved.
- Delivery of a replacement control unit is delayed, likely due to pressing needs from Hurricane Sandy.

11. System Manager Report

Bob presented a summary of system operations:

- 3G telemetry testing is in process.
- System capacity study continues: February presentation planned.
- New AMR meters were purchased for 2013 installation. Bob proposed ALWA purchase remaining meters with their installation to be completed in 2013 to save material costs, which are projected to increase markedly next year.
Jack moved to spend up to \$116,000 to complete AMR replacement project in 2013; Matthew seconded. All approved.
- Options and cost estimates for constructing an ALWA-owned building on the Vista property were presented.
- Warren left the meeting at 8:58 PM.

10. Business Manager Report Kristina reported on the following.

SnoFalls and BECU accounts have been closed; unemployment insurance premiums have increased substantially; disposition of customer credit balances was presented and it was concluded to simply handle them in the check review and approval process conducted by the Board every month; electronic fund transfer procedures were reviewed; discussion followed regarding meeting agendas to show suggested per item time limits and board packets to be sent earlier.

11. Personnel Policy Reviews

The **Personnel Policy** document was reviewed, with changes made by the Board.

Standby duty rate information was removed from the policy, to be established separately by the Board:

- Jack moved to establish a rate of \$2.00/hour for field service standby duty; Mark seconded. All approved.
- Merlyn moved to adopt the Personnel Policy as amended; Mike seconded. All approved.

The **Delinquent Account and Water Shutoff Policy** was reviewed by the Board, and minor changes were made.

- Merlyn moved to adopt the Delinquent Account and Shutoff Policy as amended; Jack seconded. All approved.

12. Miscellaneous

For next Board meeting: Kristina and Bob will provide comparative information on retirement contributions.

Board compensation will be reviewed at the next Board meeting.

Matthew reviewed financials, focusing on amortization costs and the monthly amortization fee charged to members. Paying off some current RDA loans was discussed, however decisions will wait until upcoming project costs are determined.

13. Next Regular Meeting

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

14. Adjournment

David Hoffmann adjourned the meeting **10:40 PM**.

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- Changes or Additions to Agenda
None.
- Business from the Floor
None.
- Minutes Approval
TBD moved to approve the December 11th minutes; TBD seconded. All approved.
- Membership Transfers
TBD moved to approve transfers; TBD seconded. All approved.
- Water Loss Adjustments
TBD.
- System Manager Report
Bob presented a summary of system operations:
 - Warren left the meeting at TBD PM.
- Consultant Reports
TBD.
- Business Manager Report
TBD.
- Financials
TBD.
- Next Regular Meeting
The next regular meeting will be **March 12, 2013, 7:00 PM** at the Association's business office.
- Adjournment
David Hoffmann adjourned the meeting **TBD PM**.

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Minutes prepared by Mark Freeman