

**Ames Lake Water Association**  
Board of Directors Meeting December 10<sup>th</sup>, 2013  
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 **7:06 PM** on **December 10, 2013** in the Association's business office.

2. Roll Call

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

Matthew moved to approve all items on the Consent Agenda with a change of wording to the minutes. Jack seconded. All approved.

4. Business Manager Report Kristina reported on the following:

- An extension for submission of the 990 form was submitted.
- CPA Lynn Jackson was added to QuickBooks Enterprise, allowing her to run payroll.
- Liz mailed 6 checks to Retail Lockbox and they had not been posted after a reasonable time. Kristina investigated, and the post office reportedly located the checks. Checks were still not forthcoming at Retail Lockbox. The Board discussed methods to improve reliability of mailing checks.

5. System Manager Report Bob reported on the following:

- Unaccounted water for last month was 4.4%.
- The Department of Health approved ALWA's submission to increase maximum connections from 1,082 to 1,395. No decision was made to adjust the number of memberships presently available.
- The Daniel's Ranch project tasks were reviewed:
  - Addition of an intrusion alarm,
  - Add a well water level probe, to be connected to telemetry,
  - Upgraded electrical & telemetry to the vault.
- 2014 NE 52<sup>nd</sup> booster station project status was updated:
  - December 6 bid opening results were reviewed by the board:
    - 4 contractors responded
    - Bids were in the range \$94,000 to \$115,000.

- Engineering estimate was \$75,000. Warren discussed some reasons G & O's estimate was low.
  - Jack moved to approve awarding the NE 52<sup>nd</sup> booster station upgrade project to Dan Crocker Construction for \$93,944.16. Mark Seconded. All approved.
  - Jack moved to approve Gray and Osborne to handle engineering oversight of the NE 52<sup>nd</sup> booster station update project for a cost not to exceed \$10,000. Merlyn seconded. All approved.
  - Bob noted the final project budget is \$181,696. **Action item:** Bob will update the budget spreadsheet.
6. Checklist Approval  
Merlyn moved to approve the checklist. Jack seconded. All approved.
7. Next Regular Meeting  
The next regular meeting will be **January 14<sup>th</sup>, 2014, 7:00 PM** at the Association's business office.
8. Adjournment  
**Dave Hoffmann** adjourned the meeting **8:08 PM**.

Minutes prepared by Mark Freeman, secretary