

**Ames Lake Water Association**  
Board of Directors Meeting March 11<sup>th</sup>, 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 **7:04 PM** on **March 11, 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. Also present were: Kristina Myers, ALWA office manager; Bob Pancoast, ALWA operations manager; Richard Jonson, Counsel, and Warren Perkins, Engineer with Gray and Osborne. Also present were: Lynn Jackson, CPA, Louis Townes and Judy Sharma of Retail Lockbox.

3. Retail Lockbox Discussion

Louis Townes, of Retail Lockbox presented a detailed account of an operator error while handling ACH deposits. The result was that up to 163 customers could have the wrong account name listed on their statements. The payments were ultimately made to ALWA.

The Board directed Retail Lockbox's representatives to draft a letter to affected members, and present is to the Board before the end of the meeting. Mr. Townes and Ms. Sharma exited the meeting to prepare the draft and later re-entered the meeting. The Board reviewed and updated the letter.

ALWA staff will email affected members, and Retail Lockbox will contact the same members by telephone the following day. Members were to be reassured proper deposits were made and no action was required on their part.

Retail Lockbox's representatives left the meeting at 8:20PM.

4. Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

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

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

5. Fixed Assets Discussion

Lynn discussed the task of cataloging fixed assets, and timing to complete before the annual audit. The goal is to verify balance sheet and depreciation figures and remove a long-standing exception from annual financial audits.

**Action item:** At the next Board meeting, the Office and system managers will present progress on cataloging assets and plans for completion.

Lynn left the meeting at 8:32PM.

## 6. System Manager Report

Bob reported on the following:

- Water production for the previous month was normal. Long-range summer weather forecast is for above-average temperatures and average rainfall. Therefore, the budget is based on the same income as for last year's budget.
- System maintenance and improvement activities:
  - An ALWA member reported a water leak at Ames Lake Rd. and NE 34<sup>th</sup>. The leak was repaired in under two hours.
  - Maintenance and cleanup of the American Hills well should improve its maximum production rate.
  - The 52<sup>nd</sup> St. booster project is progressing and should be complete by mid-April.
  - Permabuilt building structures were reviewed as a possible candidate for the office building.
- The 2014 / 2015 capital budget was discussed. Key operational points were:
  - Emphasis is on maintenance and housekeeping.
  - Preparations being made for an RDH loan to support capital improvement projects.
  - Potential capital projects through 2017 were presented.

## 7. Office Manager Report

Kristina presented the first draft of next year's operations budget. The Board provided feedback and the budget will be updated prior to the next Board meeting.

The Board's goal is to finalize and approve the budget during the April meeting.

## 8. Checklist Approval

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

Bob, Kristina, Richard and Warren left the meeting at 10:10PM.

## 9. Executive Session

Jack moved to enter Executive Session to discuss personnel performance matters. Merlyn seconded. All approved. Everyone left the meeting except for the Board members.

Executive session was entered at 10:10PM.

Executive session was exited at 10:30PM.

## 10. Next Regular Meeting

The next regular meeting will be **April 15<sup>th</sup>, 2014, 7:00 PM** at the Association's business office.

## 11. Adjournment

**Dave Hoffmann** adjourned the meeting **10:30 PM**.