

Ames Lake Water Association
Board of Directors Meeting May 13th, 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 **7:07 PM** on **May 13, 2014** in the Association's business office.

2. Roll Call

The following Board members were present: David Hoffmann, Jack Praino, Mark Freeman, and Michael Bicak. Craig Bomben joined by telephone. Also present were: Kristina Myers, ALWA office manager, Bob Pancoast, ALWA operations manager, Warren Perkins, Engineer with Gray and Osborne and Richard Jonson, Counsel.

3. Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

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

Michael moved to approve all items on the Consent Agenda. Craig seconded. All approved except for Jack, who abstained because his account was on the leak adjustment list. .

4. Business Manager Report.

a. Retail Lockbox

Kristina reported that Retail Lockbox informed her that 37 automatic payment transactions did not complete. They rebilled them which resulted in 7 members being billed twice. Retail Lockbox was taking action to correct the overcharges.

Jack moved to enter Executive Session, to discuss ACH payment processing. Michael seconded. All approved. **Executive session was entered at 7:15PM.**

Executive session was exited at 7:18PM.

Jack signed the check to Retail Lockbox for contracted services, under protest.

Action item: ALWA staff to account for time spent handling ACH issues and issue a claim letter to Retail Lockbox.

b. Fixed Asset Project

Kristina and Jeremy uncovered historic fixed asset journals stored in the off-site facility. These will greatly help to complete cataloging fixed assets. ALWA staff should complete this task by June 11, in time for the start of auditing.

Jack moved to allow staff to hire a person part-time for up to 320 hours at \$12/hour, to scan and file ALWA documents. Funding from the existing budget is to be presented to the Board at the next regular meeting. Mark seconded. All approved.

c. IRS Form 990

Mark moved to approve engaging Patrick O'Rourke, CPA to prepare FYE 2014 IRS 990 form for \$750 per the engagement letter dated April 20, 2014. Michael seconded. All approved.

5. Payroll Adjustments

Jack moved to enter executive session to discuss personnel performance and compensation adjustments. Michael seconded. All approved. **Executive session was entered at 7:42PM.**

Executive session was exited at 7:49PM.

Michael moved to approve a staff-wide employee compensation increase of 2.5%, as recommended in a Memorandum authored by Kristina and Robert. Jack seconded. All approved.

6. Annual Meeting

The ALWA 2014 annual meeting will be held at Chief Kanim Middle School on September 16, 2014, at 7:00PM.

7. Checklist Approval

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

8. System Manager Report

Bob reported on the following:

- Detailed leak location and repair on E. Ames Lake Drive. An unrecorded stub on the water main was leaking.
- Review of the American Hills well cleanup. Well should be online by the end of May.
- NE 52nd booster station is online. Warren reviewed inspection comments. A few details remain to be completed before final acceptance of the work can be granted.
- The ALWA system GIS map project has begun.
- The valve exerciser approved at the last Board meeting has been ordered.
- A summer hire has begun working with Jeremy.

Warren left the meeting at 8:24PM.

9. Consultant Reports.

Jack moved to enter executive session to discuss billing fee and tax issues with counsel. Michael seconded. All approved. **Executive session was entered at 8:24PM.**

Executive session was exited at 8:44PM.

10. Next Regular Meeting

The next regular meeting will be **June 9th, 2014, 7:00 PM** at the Association's business office.

11. Adjournment

Dave Hoffmann adjourned the meeting **8:46 PM.**