

# Ames Lake Water Association

Board of Directors Meeting September 9, 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 **7:01 PM** on **September 9, 2014** in the Association's business office.

### 2. Roll Call

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

Member Christina Loreto participated by telephone.

### 3. Member Discussions

Ms. Loreto called to explain the reason for their failure to keep up payments per the member's signed payment plan, and asked ALWA to restore water service. The Board reviewed the member's payment history.

*Dave called for Executive Session to discuss Loreto's appeal to the Board. The Board entered Executive Session at 7:10PM and the telephone call with Ms. Loreto was discontinued.*

*The Board exited Executive Session at 7:52P and the terms of restoration of service were approved.* Ms. Loreto was then called on the telephone and the terms of the agreement for restoration of water service was explained to her. Jack stated to Ms. Loreto that this was the last time that the Board would grant relief for failure to abide by agreed upon payment terms and Ms. Loreto acknowledged that statement. Counsel was directed to assist Ms. Myers in preparing a written agreement for signature by the customer.

*Dave called for Executive Session to discuss an appeal for water leak adjustment by member Callinicos, and consider changes to leak adjustment policy. Executive Session was entered at 7:57PM.*

*The Board exited Executive Session at 8:25PM.* Leak adjustment policy will be taken up in the next Board Meeting.

### 4. Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

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

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

### 5. Checklist & EFT Approval

*Jack moved to approve the checklist and EFT transfers. Merlyn seconded. All approved.*

## 6. Business Manager Report

- Kristina presented a member's request to remove late fees, due to failure of the member's proxy to make payments. After discussion, the Board denied the request.
- Annual Meeting plans were discussed.
- An extension was filed to federal 990 form. Approval by the Board is targeted for the next regular meeting.
- *Matthew moved to approve the auditor's April 30, 2014 financial statement. Craig seconded. All approved. Kristina will assemble list of risk management issues.*

## 7. System Manager Report

- One water bacteria test (Bac-T) sample tested positive on August 20. Eight Bac-T samples re-taken August 25 tested negative. This has increased priority of long-term system plans:
  - Increase frequency of system flushing. An automated flushing system will be evaluated.
  - Dead-end sections of the system should be converted to loops, minimizing standing water.
- Vista Office & Shop plans were reviewed.
- Project status was updated:
  - The valve exerciser should have exercised all valves in the system by the end of October.
  - Operations staff was trained on the InfraMap utility infrastructure mapping software. Staff will be able to maintain the database.
  - Old well site Rehab. & cleanup. *Action item: Bob to investigate the cost of decommissioning wells, allowing properties to be sold.*
  - *Andrew will be retained to work in the field an additional month*

## 8. Issues for Next Meeting

- Member water loss program.
- Meeting with Peninsula Financial Consulting's Ashley Emery about the water rate study.
- Begin financial risk assessment project.

## 9. Next Regular Meeting

The next regular meeting will be **October 14, 2014, 7:00 PM** at the Association's business office.

## 10. Adjournment

**David Hoffmann** adjourned the meeting **9:19 PM**.

Minutes prepared by Mark Freeman, secretary