

Ames Lake Water Association

Board of Directors Meeting January 14, 2014

7:00 P.M

Meeting Minutes

1. Call to Order

Jack Praino called to order the regular meeting of the Board of Directors of **Ames Lake Water Association** at **7:00PM** on **January 14, 2014** in the Association's business office.

2. Roll Call

The following Board members were present: Michael Bicak, Merlyn Blue, Craig Bomben, Jack Praino, and Matthew Rodger joined by telephone. Also present were: Bob Pancoast, ALWA operations manager; Kristina Myers, ALWA Office Manager; Richard Jonson, Counsel; Warren Perkins, Engineer with Gray and Osborne and Judy Sharma from Retail Lockbox.

3. Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

- November Board meeting minutes,
- Membership transfers,
- Water Loss adjustments and,
- Aging accounts.

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

4. Financial Reports; Membership Count; Checklist Approval

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

5. Consultant Reports

- a. Retail Lockbox. Craig Dawson of Retail Lockbox joined the meeting by teleconference and Ms. Sharma presented a document scanning and archiving service proposal. Jack asked for a cost estimate or fixed fee proposal and Mr. Dawson stated the company will do so. Previously lost mail was then discussed. US Post Office performance, member education and encouragement of use of electronic payment systems were reviewed. The discussion concluded at 7:36 pm, Mr. Dawson exited the conference call and Ms. Sharma left the meeting.
- b. No further reports from consultants.

6. Management Report

- a. System Manager Report. Bob reported that Darla O'Connor from RDA visited the Association to review loan compliance and the meeting went well; Daniels Ranch improvements were reviewed; changes will be made at American Hills to relocate the chlorine tank; trees are being considered for removal at several sites; and a project status spreadsheet was presented and upcoming projects were discussed. Jack asked that the project list be revisited in May and reviewed twice per year. Bob stated that the NE 52nd booster station project was almost ready to proceed and the contractor only needed to provide insurance and bond information and deliver the contract documents. The proposed office building project was discussed and Bob stated he has been talking with Key Bank about financing approximately \$400,000 of the cost. He added that Key would not lend for more than ten years.

- b. Business Manager Report. Kristina reported that she is still working on the 2014 budget and the annual IRS form 990. She stated that she inadvertently omitted an IRS tax payment in 2013 and is petitioning the IRS for removal of a penalty. She requested permission to pay UPS electronically. Matthew moved and Michael seconded permission to do so. All approved. She stated that she was continuing to work on website improvements and a risk assessment.
7. Follow up Discussion on Retail Lockbox. Discussion followed on mail delivery issues and Retail Lockbox's performance. No changes will be made at this time but staff is to continue to monitor. A customer newsletter regarding mail delivery and use of electronic payment systems was discussed along with possible customer financial incentives to use electronic payment systems.
8. Next Regular Meeting
The next regular meeting will be February 11, **2014, 7:00 PM** at the Association's business office.
9. Adjournment
Jack Praino adjourned the meeting **8:38 PM**.

Minutes prepared by Richard Jonson, counsel