

Ames Lake Water Association
Board of Directors Meeting September 12, 2017
7:00 P.M

Meeting Minutes

- Call to Order

David Hoffmann called to order the regular meeting of the Board of Directors of **Ames Lake Water Association (ALWA)** at **6:59 PM** on **September 12, 2017** in the Association's business office.

- Roll Call

The following Board members were present (in addition to Mr. Hoffmann): Merlyn Blue, David Hoagland, Sherri Zucker, Mark Freeman, and Michael Bicak who joined by telephone. Also present: Bob Pancoast, ALWA operations manager; Kristina Myers, ALWA Business Manager; Warren Perkins, Engineer with Gray and Osborne; and Richard Jonson, counsel.

- Business from the Floor

The Board discussed a request by an ALWA member to allow a water loss adjustment, although the request came after the time allowed by policy, claiming confusion about what the policy entails. The Board discussed current policy and whether changes should be made. The Board authorized Management to allow the loss adjustment and contact the member to discuss how ALWA may better communicate the policy. The Board will review the policy at the October meeting.

- 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.

Merlyn moved to approve all items on the Consent Agenda, with a date change. Sherri seconded. All approved.

- Financial Reports and Membership Count

- Checklist & EFT Approval
Sherri noted a change of address was needed for one check.

Merlyn moved to approve the checklist, with the address change, and EFT transfers. Sherri seconded. All approved.

- Consultant Reports

- None.

- System Manager Report

Bob presented System Management updates:

- August water production was very high; peak demand was near the system's limits.
- Unaccounted water usage declined to 4.6%. Two located and repaired leaks contributed to the improvement.
The most recent leak was found because an ALWA member contacted the office about observed surface water. Bob proposed a reward for a member reporting of possible system leaks. *Michael moved to institute a Leak Reporting Program that will authorize staff to issue a \$50 Certificate of Water for members reporting a determined leak or significant issue on an ALWA system. Staff will make determination for awarding certificate. Merlyn seconded. All approved.*
- The summer hire program is complete. Tasks performed during the summer were: Hydrant maintenance, Valve exercising, Maintenance of well and tank sites, Complete leak detection survey, Landscaping, Main repair and Meter installation.
- A proposed NE 23rd St. loop project had been shelved, due to high cost estimates. Fury Construction has offered to provide a proposal and cost estimate for the project. Depending on the quote, the project may be restarted.
- A contractor bored into a 6-inch water main on 285th Place, causing loss of 137,000 gallons. Keystone Boring has been sent an invoice for \$13,001.53, to cover cost of water loss and repairs.
- View Park property:
 - Agreement with a previous buyer was terminated at the end of the feasibility period.
 - Another offer has been received.
Merlyn moved to approve a counter offer of \$240,000 for the View Park property and authorize David Hoffmann to sign the Counter Offer. Mark seconded. All approved.
- Vista Office/Shop Project:
 - Ground preparation continues.
 - A Tenant Improvement (TI) estimate of \$572,800.67 was presented. Michael recommended investigating a Sonitrol security system, comparing cost/performance to the system in the TI proposal.
Merlyn moved to authorize Bob to sign the Pattison TI contract for \$572,800.67. Sherri seconded. All approved.
Richard will review the contract.
- Key Bank has approved a loan of up to \$650,000.

Warren left the meeting at 8:21 PM.

- Business Manager Report

Kristina presented Business Management updates:

- There were an unusually high number of accounts with delinquent payments: 14 notices were mailed and 7 door hangings delivered. Thirty \$25 charges were levied and 12 door hangars sent for delinquent Crossflow/Backflow testing.

- Retail Lockbox was asked to investigate changing the billing system to allow ALWA to adjust members' account balances between monthly billing cycles. The change was quoted at \$370.00.
- A member is contesting water meter readings. The meter has been replaced and will be monitored. The Board requested the old meter to be tested.
- Old Business – None
- Business from the Board – None
- Review of Action Items - None
- Next Regular Meeting
The next regular meeting will be **October 10, 2017, 7:00 PM** at the Association's business office.
- Adjournment
David Hoffmann adjourned the meeting at **8:45 PM**.

Minutes prepared by Mark Freeman, secretary.