

**Ames Lake Water Association**  
Board of Directors Meeting December 9, 2014  
7:00 P.M

**Meeting Minutes**

**1. Call to Order**

David Hoffman called to order the regular meeting of the Board of Directors of Ames Lake Water Association at 7:00PM on December 9, 2014, in the Association's business office.

**2. Roll Call**

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

**3. Consent Agenda**

The Board reviewed contents of the Consent Agenda, containing:

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

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

**4. Financial Reports; Membership Count; Checklist Approval**

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

**5. Consultant Reports**

- a. Ashley Emery. Ashley presented the results of his review of the Association's financial position and rates. He stated the Association's financial position was good and the rates were generating sufficient revenues to cover costs and also depreciation. He recommended that the Association continue to fund projects from cash flow if possible. Discussion followed. Ashley left the meeting at 8:45 pm.
- b. No further reports from consultants.

**6. Management Report**

- a. System Manager Report. Bob reported that Larry ("Tree") Bergman is in the process of getting hired. Richard stated that Sallal Water Association would like to formalize how the two associations utilize on-call personnel. With Tree's hiring, there should be five individuals eligible to be on call. Logistics and policy ramifications were discussed and the Board concurred with Richard working on a joint memorandum to lay out the details. Bob then reviewed design progress with the proposed building at Vista and noted that the site drains well.
- b. Business Manager Report. Kristina reported on health care premiums, cross training office staff, Retail Lockbox billings, Loreto, and website design services. The presented flow charts on billing procedures and payment processing for risk assessment purposes. The flowcharts were individually reviewed and steps to improve security and divisions of duties were discussed. Computer breach notification procedures and computer security matters were then discussed.

**7. Old Business. None**

8. New Business. None
9. Review of Action Items. None
10. Next Regular Meeting. The next regular meeting will be held on January 13, 2015, 7:00 PM at the Association's business office.
11. Adjournment. David adjourned the meeting 9:45 PM.

Minutes prepared by Richard Jonson, counsel