

Ames Lake Water Association
Board of Directors Meeting September 9th, 2013
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 **5:22PM** on **September 9, 2013** at Chief Kanim Middle School in Fall City, WA, following the annual meeting.

2. Roll Call

The following Board members were present: Michael Bicak, David Hoffmann, Jack Praino, Mark Freeman and Matthew Rodger. Absent were Merlyn Blue and newly elected director Craig Bomben. Also present were: Kristina Myers, ALWA office manager; Bob Pancoast, ALWA operations manager; Richard Jonson, Counsel.

3. Election of Officers

Michael moved to maintain the officers in their current positions. Jack seconded. All approved. The officers are:

David Hoffman	President
Jack Praino	Vice President
Matthew Rodger	Treasurer
Mark Freeman	Secretary

4. Consent Agenda

The Board reviewed contents of a limited Consent Agenda, containing:

- August 13, 2013 Board Meeting Minutes,
- Water Loss adjustments and,

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

5. System Manager Report

- Bob presented a brief summary of proposed rule changes by Washington State Utilities and Transportation Commission (UTC) to delete the blanket regulatory exemption over co-ops. The changes could impose a significant burden on utility cooperatives without benefit to coop members. Bob suggested that ALWA, in concert with other local utilities draft a letter to the UTC proposing modification to planned changes and the Board concurred.

6. Business Manager Report

- Kristina announced that online bill presentation is now online.
- Key Total Treasury (KTT) Positive Pay is now online.
- Matthew will contact Lynn Jackson, CPA, requesting a quote to facilitate a risk assessment meeting with the Board and ALWA staff.
- The Board and ALWA staff discussed the effort required to determine the value of fixed assets acquired under prior administration. **Action item:** Bob will estimate the cost to complete asset valuation.
- The Board and ALWA staff discussed ways to implement preventative controls related to payroll disbursements. Among procedures discussed were: Periodic Board review of timesheets, and

Board signature confirming reasonableness of time sheets performed at each regular Board meeting. Decision on a procedure is pending.

- Separation of duties with KTT Positive Pay was discussed, using the Operations Manager or Office Assistant to set up payments, with the Office Manager issuing payments. Decision on procedure is pending.
- Delay in receipt of many customer payments was discussed. Several Board members questioned whether the Post Office was responsible and indicated fault by Retail Lockbox was more likely.

Action item: Kristina will contact the CEO of Retail Lockbox and ask him to address the Board at the next regular meeting.

12. Checklist Approval

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

13. Next Regular Meeting

The next regular meeting will be **October 8th, 2013, 7:00 PM** at the Association's business office.

14. Adjournment

Dave Hoffmann adjourned the meeting **6:20 PM**.

Minutes prepared by Mark Freeman