

**Ames Lake Water Association**  
Board of Directors Meeting April 14, 2015  
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** at **7:01 PM** on **April 14, 2015** in the Association's business office.

- Roll Call

The following Board members were present: David Hoffmann, Merlyn Blue, Craig Bomben and Mark Freeman. Michael Bicak joined at 7:06 PM. Also present were: Kristina Myers, ALWA office manager and Bob Pancoast, ALWA operations manager. Richard Jonson, Counsel, joined at 7:11 PM. Bill Mock representing Retail Lockbox, was present.

- Consent Agenda

The Board reviewed contents of the Consent Agenda, containing:

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

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

- Retail Lockbox Agreement Presentation

Bill presented a proposed addendum to the current agreement with Retail Lockbox. Items included:

- Adjustments to existing data presentation for website,
- Document scanning services,
- Handling credit card transactions.

The Board discussed details of the proposal with Bill. Bill left the meeting at 7:30 pm.

*Action Item: Kristina to estimate scanning charges for AWLA documents.*

- Checklist & EFT Approval

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

- System Manager Report

Bob summarized system activities for the month:

- A failure in a telemetry sensor caused water to overflow the Tolt tank. No damage occurred.
- A memo was presented listing goals for ALWA staff over the coming year.
- Tall Chief was sold to a private party for use as a dairy. The property will not be developed for residential use; therefore ALWA can remove it from the water use forecast.
- Operations are working with Verizon to complete changeover of the SCADA telemetry system.
- The damaged load reactor at Vista was replaced, tested and is running.

- Camp Corey Proposed Agreement

The Board reviewed a proposed agreement with Camp Corey, discussing qualifications for membership. Two changes were specified:

- Generalize services as provided to “individuals”,
- Add requirement as a 501(c) (3) charity.

*Mark moved to approve the Special Purpose Membership agreement as amended.*

*Michael seconded. All approved.*

- Preparations are being made to submit an office/shop conditional use permit and zoning variance for small changes in building setbacks to King County.

- Office Manager Report

Kristina presented updates to office/business operations:

- Presented a list of high-priority tasks and cross training chart.
- Updated checklist presentation, including list of new vendors.
- Presented a quote from Vine Dahlen for this year’s audit, at \$300 above than last year’s quote. Vine Dahlen also provide a quote for the IRS form 990. *Merlyn moved to approve Vine Dahlen to perform the 2015 audit and Patrick O’Rourke to fill out the 990 form. Michael seconded. All approved.*
- Kristina evaluated website creation service providers. She will continue to pursue developing a new website at an estimated cost of \$1,500. Wordpress will be used so it can be edited in-house. Board concurred to proceed.
- Reviewed timeline for 2015, including possible modifications to the by-laws. Richard is to review last round of bylaw changes to see what actions were deferred.
- New account at First Security was discussed. It will be set up to only accept and transmit electronic transfers from other ALWA accounts.

*Craig moved to add Craig, David, Jack & Mark to a new First Security Bank account. Merlyn seconded. All approved.*

- Next Regular Meeting

The next regular meeting will be **May 12, 2015, 7:00 PM** at the Association’s business office.

- Adjournment

**David Hoffmann** adjourned the meeting **9:00 PM**.

Minutes prepared by Mark Freeman, secretary