

**Camano Water Association
Board Meeting Minutes
January 21, 2014**

Call to Order: The meeting was called to order at 8:30 a.m. Board members present were Dave Weir, Ethel Bronson, Duane Atkins, Danae Willson. Staff attending were Lenore Heffernan, Dan Peterson and Peter Turner. Also attending, Bob LaLanne, CWA member.

A special remembrance was given to Board Member Mike Gorman, who passed away on December 21, 2013. The board would like to have someone in the position within a few months.

Guests: Three CWA members attended to ask questions about the fee restructuring overall and including questions on the base rate and charges for water consumption. The board members responded with the information that was used to determine the changes for the 2014 rate adjustments, including the use of the criteria for creating a fair, equitable and defensible fee structure. They thanked the board and excused themselves.

Approval of Minutes: The December Minutes were reviewed and approved as written.

Communications: There have been several calls in reference to the 2014 rate changes, with some members communicating their disagreement with the new fee rate schedule. In contrast, a few members gave kudos for the positive direction the board had taken; feeling confidence in the new direction and appreciation for the information that has been sent to them in recent months.

Finance/Office Report: The December finance report and check register were in balance and approved as written.

Manager's Report: Please see the manager's report for complete details.
Source – The injection quill for chlorine in the TP was leaking and has been replaced.

Storage – The engineer provided a report for Well 6, including the results from the data loggers for the past thirty-two days on all three wells. Well 6 should be rehabilitated prior to the summer of 2014 and bids will be obtained for review and a decision. Well 8 should be rehabilitated prior to the summer of 2015 and Well 7 prior to the summer of 2016.

Distribution – The stortz fitting at the fire station was broken and replaced. A meter setter was replaced on Beach Dr.

Office – Twenty-five shut off notices were delivered and one meter was locked on a vacant property.

After reading the meters for the November/December billing, twenty-six meters needed re-reading, possibly due to weather related issues. When readings are done the end of January, comparisons will be made and, the crew will proceed as indicated.

The rep from the meter supply company is planning a February on-site visit to assist with meter issues and answer questions.

CWA signs will be added to the trucks; in addition, apparel will be purchased with CWA's name on them.

In the future the board members may look at a new logo design as part of the ongoing marketing initiative.

Old Business:

ATHR – In future, this report will be under the heading of Human Resources. We are closer to completing the items on the ATHR list, while some recur periodically. Reporting will now be quarterly, and as indicated as needs arise.

Policy Manual Updates – Specific policies regarding the 2014 rate change descriptions were reviewed with changes noted and sent to Stover Printing. The office manager will then forward to the board members for final review and approval by email to the office manager. Stover Printing will be notified of the approval.

It was also mentioned using 'metered and non-metered' instead of 'water and standby' as better descriptions.

Tablet Information – Peter gave an overview of the different choices available. The board members approved the technology purchase for the staff, as needed. Dan and Peter will review the situation and make a decision.

Safety Meeting Committee – Ethel Bronson and staff met in January. Dan purchased eye wash bottles for the shop/office and treatment plant. CPR and first aid classes will be scheduled as soon as possible. It was noted that we should have emergency lighting and lighted exit signs. Fire extinguishers are scheduled to be serviced in February.

Progress on Bid Process/South Country Club Dr. – Dan has not heard from Freeland & Assoc., nor have the requested materials been received by CWA. Dan will put a call in to Tony Freeland and to follow up in writing.

Cross Connection Control Survey (CCCS) – Peter reported that the survey information for each member has been entered in a spreadsheet and gave a slide presentation to show the information. Backflow prevention and double check valves were discussed, noting the importance of installing them. Benchmarking to current industry models for funding valve installations was acknowledged as a good next step.

New Business:

Board Goals for 2014 – There will be a Saturday meeting for the board members only.

Calendar 2014 – The calendar is being updated as information is available and plans evolve; yet another planning and evaluation tool in the CWA tool box.

Appointing a New Board Member – Bob LaLanne, a CWA member, expressed interest in joining the board and gave information about his background.

Adjournment: Dave Weir moved to adjourn the meeting at 10:55 a.m.

Reported by: Lenore Heffernan, Office Manager
Danae Willson, Board Secretary

Next Board Meeting: February 18, 2014 Tuesday at 8:30 a.m.