

**Camano Water Association  
Board Meeting Minutes  
February 18, 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.

**New Board Member Approval:** Robert (Bob) LaLanne has accepted the interim Trustee board position through the next Annual Meeting on November 1<sup>st</sup>. All board members are in favor. If anyone in the CWA membership is interested in this position, including Bob LaLanne, they will be on the ballot and voted in at the November meeting.

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

**Communications:** The family of Mike Gorman, who passed away in December, sent a thank you note for our remembrance of him.

**Finance/Office Report:** The January finance report and check register were in balance and approved as written. We received communication from our bank suggesting a specific amount be kept as a balance in the checking account to avoid a monthly charge. It has been accepted by all board members to comply with this. We have two contracts – grounds maintenance and office cleaning – to be signed for another year. The Treasurer has signed them, upon approval of CWA's insurance company review of the contracts, and we will also include a Hold Harmless agreement with these contracts to be signed as well.

**Manager's Report:** TJ Lurvey, with Water and Wastewater Services, reviewed his report, Suggested System Improvements, he compiled for CWA in August 2013. He provided a 6 month update on progress of the Treatment Plant (TP), wells, reservoirs, data loggers, and mapping, just to name a few of the thirty nine (39) items included in his report. The board members are quite satisfied with the jobs that have been completed and this information has also assisted in planning for immediate and long term needs with the wells and other projects. Dan gave an update on the South end of Country Club Dr. The engineer has the bid packets available for the contractors to pick up, and Dan will walk the project with the contractors on February 28<sup>th</sup>. Things are on schedule at this time. Dan Peterson reported the CWA trucks have company signs on them now. We received an email from our insurance company in response to our questions regarding the purchase of a backhoe. The board members have decided to put this on hold for now because of other priorities with the wells at this time. Please see the manager's report for additional information; some highlights follow. Source – Due to a power outage the chlorine generator did not run for a period of time and a call did not go through, due to the phone not properly connected; the phone line was promptly repaired. Additional flow tests were done on Well #6 to verify the production.

Storage – Nothing to report this month.

Distribution – A meter was installed on Beach Drive for a sample station. G. Cane downloaded the data loggers.

Office – Continuing to organize and clean the shop and offices. Read the meters on January 27<sup>th</sup> for reporting information only.

**Old Business:**

Policy Manual Updates – Dave called Teresa, Stover Writing Services, and there are some policies that require changes and updates, which the board members will attend to in the near future. Teresa will provide a proposal.

Safety Meeting Committee – The committee met in February – please refer to the report for complete information.

Old Business: Eye wash solutions have been purchased, OSHA website has been viewed for information, and CPR classed will be attended soon.

New Business: Emergency lighting has been purchased and installed at the office, shop and TP; the fire extinguishers will be serviced in February, and road signs have been purchased to use with the truck.

Water Use Efficiency Report and Graph – Peter Turner created a new graph for water reporting and it will be very useful as we continue to read meters on a monthly basis for this and other reports. The discussion continued and Danae Willson made a motion to approve \$7,500.00 (not to exceed) to purchase and/or replace the meters for the wells at the TP. All are in favor and the motion passed.

**New Business:**

Newsletters – CWA is planning to create and send out two special newsletters in June and October this year. They will be informational and give updates on projects, both recently completed and proposed. Danae Willson will have topics ready for the March meeting, drafts will be written for the April meeting, approval at the May meeting, and printed for a June mailing to CWA members.

**Adjournment:** Dave Weir moved to adjourn the meeting at 10:50 a.m.

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

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