

**Camano Water Association  
Board Meeting Minutes  
March 18, 2014**

**Call to Order:** The meeting was called to order at 8:31 a.m. Board members present were Dave Weir, Ethel Bronson, Duane Atkins, Danae Willson, and Bob LaLanne. Staff attending were Lenore Heffernan, Dan Peterson and Peter Turner.

**Guests Attending:** Two CWA members were in attendance; they are new to CWA and asked about the iron and magnesium in the water. Dan Peterson responded, explaining there is a chlorine generator at the treatment plant and CWA meets and exceeds minimum standards.

**New Board Member Approval:** Duane Atkins is stepping down as Treasurer and will continue on as Board Trustee. Robert (Bob) LaLanne has accepted the position of interim Treasurer, through the next Annual Meeting on November 1<sup>st</sup>. A motion was made to accept this change; all board members voted in favor. All board members will have signing authority for the checking and money market accounts.

The current Board Members are as follows:

David Weir, President; Ethel Bronson, Vice President; Robert LaLanne, Treasurer; Danae Willson, Secretary; and Richard D. Atkins, Trustee.

**Approval of Minutes:** The February Minutes were reviewed with a correction noted to the last name of Bob LaLanne to be changed and then approved the adjusted minutes as written.

**Communications:** The Road Maintenance Association (RMA) for Bonnie Lane sent the Minutes and dues invoice for payment. Other communications were verbal messages about the change to the billing; some very positive about paying for actual water consumption and others disappointed about the flat rate billing being discontinued. There were many calls about two Base Rates on the bill – this was a programming error and it has been corrected. The first line is the water consumption and will show Water Use and the second line is the Base Rate.

**Finance/Office Report:** The February finance report and check register were in balance and approved as written. Two Board Members will make appointments with our banks to discuss a line of credit. Bob LaLanne made a motion to change Policy #4470 Insurance, to increase the amount from up to \$500 per month to up to \$625 per month. Ethel Bronson seconded the motion; all board members voted in favor.

**Manager's Report:** Please see the manager's report for additional information; some highlights follow. Source – The chlorine generator had a 6 month acid wash; new well and production meters were ordered; we are downloading data loggers ourselves; cooling fans on #2 and #3 transfer pumps have been replaced and; the proposal for Wells #6 and #8 has been accepted – to rehabilitate wells – in April and May.

Storage – Locates have been called in and an excavator will be delivered to explore piping and valves at the Monticello location.

Distribution – Bids are in from the contractors for the south end of Country Club Dr.; waiting for the engineer to review and make a recommendation to CWA; all PRV's have had their 5 year rebuild completed and, there was an emergency call on a Sunday which turned out to be a member's hose bib leaking – the caller said it was a burst water main. The meter was turned off. CWA responsibility does not extend past the meter. In February, 2,914,300 gallons were produced.

Office – CWA signs are on the trucks and a computer was purchased to be used for the data loggers, mapping, daily work, time sheets, etc. There will be a presentation on Friday morning from Master Meters.

**Old Business:**

Policy Manual Updates – Not discussed at this meeting.

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

Old Business: Eye wash stations have been installed, fire extinguishers have been serviced for this year and, road signs have been purchased to be used when working on the side of the street.

New Business: Regarding the E.coli plan: Dan Peterson indicated we will follow the guidelines for testing from the DOH and TJ concurred as he took a few minutes to explain their rules. At the treatment plant Dan has labeled the necessary hazmat items. Dan will purchase additional cones, signs and, lighting for the truck.

**New Business:**

CWA has three new Agreements written by an attorney: Contractors Agreement, Architect & Engineers Agreement, and Independent Contractor Agreement. A motion was made to accept all three Agreements; all board members approved the motion.

Wells 6 & 8 – A Proposal for well rehabilitation has been accepted and signed; the CWA Construction Agreement has been signed and a down payment check was prepared and signed. The job will commence in April and be completed in May according to the Agreement.

There was a brief discussion about placing a cap or limit on general-type work to be done that would fall within the budget; perhaps \$5,000 to \$10,000 per year.

South end of Country Club Dr. – The bid process took place in March and the engineer, Greg Cane, made his recommendation and CWA accepted the bid from Puget Sound Utility Services (PSUS) to complete the water line work. The job will start in April and finish in May.

A pre-construction meeting will be held March 26<sup>th</sup> at the CWA office – for PSUS, Cane Engineering, CWA board members Dave Weir and Bob LaLanne, TJ Lurvey, Dan Peterson and, Lenore Heffernan.

Engineering Contract – Cane Engineering sent his contract for the bid package work. CWA will have an Architect & Engineers Agreement very soon for Greg to sign. CWA will sign Cane Engineering's Contract.

Newsletter Overview – A special edition newsletter is planned for a June mailing. The proposed content will feature the Consumer Confidence report (CCR) due by July 1<sup>st</sup>, and will be on the website with copies at the office. Other possible topics: a note from the board, conservation, CWA information, contractors, facts, meter box location and odd/even watering.

WUE Reports – Peter Turner reported that 2 weeks' notice is required to be printed in the S/C News, CWA website, and it could also be in the May bill newsletter. He and Dan will work together and report out at the next meeting.

Future Staff Model Discussion – A history of the wells, reservoirs, water main, water rights, the treatment plant, meter reading (date for replacement of old meters), security, the engineers involvement for planning, etc. would be beneficial for CWA. For example: the date the wells were installed, maintenance and cleaning dates, etc. The Comp Plan does contain this information but it could be helpful to present it to CWA members at a meeting sometime.

**Adjournment:** Dave Weir moved to adjourn the meeting at 10:40 a.m.

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

Next Board Meeting: April 15, 2014 Tuesday at 8:30 a.m.