

**Camano Water Association
Board Meeting Minutes
April 21, 2015**

Call to Order: The meeting was called to order at 8:36AM

Roll: Board members present: Dave Weir, Ethel Bronson, Bob LaLanne, Duane Atkins and Danae Willson.
Staff present: Dan Peterson, Lenore Heffernan, and Peter Turner.

Guests: Darla O'Conner, Program Specialist, USDA Rural Development, attended the meeting to advise us about the grants that are available to rural water companies, and also about the application process. CWA should prioritize its projects and determine what it can afford for a monthly payment. She gave us a CD for Water and Environmental Programs Application Package. There are many specific requirements: audits, USDA inspections, compliance reviews, emergency response plan, to name a few.

Approval of Minutes: The March minutes were reviewed, and a motion made to approve as written, by E. Bronson and seconded by B. LaLanne, all accepted.

Finance/Office Report: The March finance report and check register were in balance, and approved as written, with a motion to approve by D. Atkins and seconded by B. LaLanne, all accepted.

Communications: None.

System Manager's Report: Please see the report for additional information. Some highlights follow:
Source – A dark green paint color has been selected for the well houses and pump stations.

Storage – RH2 Engineering toured the system and they are also members of the Pierce County Co-op.

Distribution – Associated Earth Sciences visited the Cascade View Drive site and will send their report prior to the next board meeting.

Dan reported that he, TJ, and Peter have figured out a way to connect a ¾" double check valve and meter together using one meter setter. He gave a demo on what they have put together and is in the process of putting it all together.

Two of the Eclipse 88 sanitary sample stations have been rebuilt and are ready to go back in service. Dan showed a sample station that has been refurbished and it turned out well.

It has been noticed that there is black plastic over a fire hydrant and Dan said the hydrant is out of service. He said he would take out the hydrant and replace the valve. Dan has an existing road permit from Island County and will check with I.C. about the status of the permit.

General – Alpine Communications Systems provided a bid of \$3,890. for a surveillance system for the distribution system. Several Board members asked if the system is compatible with smart phones and Dan said it is Bluetooth ready and Peter added we could have a secure website as well.

D. Atkins made a motion to proceed with the security system purchase of \$4,000. based on what the USDA requirements are, should CWA apply for a loan. We should plan to be consistent with the requirements of the USDA application and Dan will verify. B. LaLanne noted that Darla left us with a CD with all of the program requirements so Dan could use that for security system requirements. The motion was seconded by E. Bronson, and all are in favor. The capital budget will cover the expense.

Visual Reports: Peter presented several different, very informative reports on drawdown, water levels in the wells, and water recovery – all for a period of time. Peter also showed the presentation for the Grant meeting tomorrow evening and Dave gave a summary of what is on the agenda.

Safety Committee Report: The committee will meet in May.

Old Business:

Grant Progress and Report – The Grant meeting is tomorrow evening and Jennifer Kropack and Virpi Salo-Zieman from the Department of Health (DOH) and Greg Cane, Cane Engineering will be attending. There has been a good response from the other water companies RSVP's. Several Board members and staff will also be present.

Bylaws Review – All Board members received a timeline, as suggested by our attorney with keeping in line of the Bylaws procedures, from Lenore. Dave asked if everyone was in agreement with the proposed Bylaws and everyone is in agreement. Regarding the CWA Board of Trustees Statement to members, Danae suggested adding "elected, volunteer" to Board members. Lenore will edit the letter to show that. Then Lenore asked for the Board members to approve the Bylaws and recommend the members approve them by a mail ballot. A motion was made to approve the Bylaws by B. LaLanne and seconded by D. Willson, all accepted. Lenore will proceed with the specific process as outlined by our attorney.

Cross Connection Control discussion – Effective April 1, CWA has a Cross Connection Control policy in place. At this time, it will include high risk homes, sales of existing homes, new construction, and a specified group of homes as determined by Dan and Peter. The goal is to install 100 double check devices to the water meters within a year. The plan is to install 100 each year until the entire system is complete. A \$600. fee has been established to complete the installation, which will be the responsibility of the buyer. Separate account numbers will be set up for the payments and expenses of the CCC for tracking purposes.

June Newsletter – Danae gave an update; Teresa seems to have the necessary information from us for most of the topics. Dan and Peter will send some pictures with captions. Teresa will send the draft before the May Board meeting for the Board members to make any suggestions or comments. Lenore will assist Danae with reporting feedback to Teresa. We are planning to mail the newsletter just after the June 16 board meeting.

New Business:

Check signing and vacations – B. LaLanne and E. Bronson will sign the monthly checks. Vacations are noted on the calendar.

Adjourned: D. Weir moved to adjourn the meeting at 11:45 AM. All board members approved.

Reported by: L. Heffernan, Office Manager

Next Board Meeting: May 19, 2015 8:30 AM