

**Camano Water Association
Board Meeting Minutes
May 19, 2015**

Call to Order: The meeting was called to order at 8:33 am

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

Guests: No guests.

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

Finance/Office Report: The April 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.
Lenore reported that a letter for past due amounts has been sent to H. M. Duane Atkins made a motion to lien H.M. if a payment is not received on time, and it was seconded by E. Bronson.

Communications: One member called and inquired about the revised bylaws and Lenore explained that the packets would be mailed in mid-July.

System Manager's Report: Please see the report for additional information. Some highlights follow:
Source – The pump head on the permanganate pump inside the TP cracked so a new pump head was installed.

Storage – The Elhardt reservoir's exterior will be pressure washed this summer.

Distribution – Associated Earth Sciences have sent their report to the engineer and a copy has been forwarded to the board members. Please refer to the report for the complete details.

General – The DOH has approved my Water Distribution Manager 2 (WDM2) application; still waiting to hear more info from them in May or June.

Peter and Dan toured Tacoma Water as part of the May co-op meeting. Peter attended a 2 day class in Shelton for Cross Connection Control, which CWA implemented April 1. Dan has contacted the company for a price for the parts he is using for the CCC device.

Dan is planning a complete flushing program for June, and there will be signs posted in the area, as well as other ways (newsletter, website, emails) to notify the members there could be brown water during this time.

Visual Reports: Peter showed power point reports: graphs about Well 7 aquifer recovery, which is doing well; Well 8 is the same. The financial reports showed an average reduction of approximately 3% per year as a graph for 2009 – 2014 showed, due to the Country Club Drive leak and changing from a flat rate to a metered rate for water. Peter explained the Department of Health (DOH) definition of water loss is: metered water is consumption and unmetered water equals water loss.

Old Business:

Grant Progress and Report – At this time, the engineer is working on his reports and we will wait to take the next steps.

Bylaws Review – The information on the bills sent out May 5 contained the process for the revised bylaws. Lenore will follow the procedures for mailing the revised bylaws, ballots, statement from the

board members, and opposing statement if received. The schedule is as follows: the packets will be mailed in mid-July and the ballots will be returned to the CWA office by 3 pm on Thursday, August 20.

June Newsletter – Lenore reported that the first draft will be sent to everyone later today or tomorrow since Teresa is working on a few changes. She will ask to have a response by the end of the week to stay within the timeline. We plan to mail the newsletter around June 20.

USDA Grant possibility and application process – B. LaLanne proposed several possibilities for everyone to think about regarding the possible funding for projects, some that are needed in the near future. We are considering self-funding, and/or grants that are available. With self-funding there may not be enough money to cover the project(s) in a timely manner, and maintain a reserve, as required. The other possible option is to complete the application for the USDA grant to determine if we would qualify for a loan at a low interest rate. He has asked the staff to inquire about the application deadline date. Dan had discussed the application process with our engineer and he indicated that we could work together on it and submit it to Darla. She is willing to assist us in any way. Dan, TJ, and Greg will have a meeting on June 2 to discuss the projects. Dan will meet with some of the board members and staff on June 4 to convey the information from the prior meeting.

New Business:

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

Tour System in June? – The board members would like a tour of the system during the June board meeting and Dan will plan for the tour.

Utility Rate Setting Workshop at Skagit Station – Lenore, Peter, and B. LaLanne will attend the workshop on Wednesday, June 3.

Safety Meeting

Old Business: E. Bronson reported that additional motion sensors and smoke detectors have been installed at the well houses.

New Business: The committee talked about the states new regulations effective in 2016. They are going to be asking for more precise numbers regarding tests and reports.

Ethel talked about lightning strikes and the electrical equipment in the office and shop, which are on surge protectors. Peter monitors this for us.

Adjourned: D. Weir moved to adjourn the meeting at 10:55 am. All board members approved.

Reported by: L. Heffernan, Office Manager

Next Board Meeting: June 16, 2015 8:30 am