

**Camano Water Association  
Board Meeting Minutes  
June 16, 2015**

**Call to Order:** The meeting was called to order at 8:37 am

**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:** No guests.

**Approval of Minutes:** The May minutes were reviewed, and a motion made to approve as written, by D. Atkins and seconded by B. LaLanne, all accepted.

**Finance/Office Report:** The May 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.

Utility Rate Setting Workshop at Skagit Station – Lenore and Bob attended the workshop on Wednesday, June 3. FCS Group, rate study consultants, in partnership with Washington State Dept. of Commerce, Drinking Water Project Dept. provided many attendees from all over the state with valuable information about utility rate setting. Rate studies are important because they tell the true cost of providing service. The main topics covered were planning for capital improvements, budgets, debt capacity, customer support, and planning for reserve funds. We were pleased to learn that CWA has been, in more recent years, planning for these things and we can continue to “dig deeper” for more information. It was time well spent.

**Communications:** None.

**System Manager’s Report:** Please see the report for additional information. Some highlights follow: Source – The chlorine generator quit producing chlorine due to the vessels being plugged up. TMG Services came out and did an emergency acid wash and they said it will be needed every 6 months for maintenance. The board members and Dan discussed this; it seems this was supposed to be done on an annual basis since we had the expensive equipment installed. Dan will follow up with a call to them and will report back at the next meeting. A new digital voltage gauge will be installed to help monitor the chlorine generator.

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

Distribution – Purchased eight hydrant flushing signs and four stands and will be flushing until the end of June. Next year we plan to get started in April or May.

General – Our summer help is back with us and will start pressure washing and painting, among other projects lined up. Dan and Peter attended the Co-op meeting in June.

**Visual Reports:** Peter presented power point reports: aquifer reports for Wells 6, 7 and 8 comparisons of May 31, 2014 and 2015. Each report showed the water level is down by several inches. The report for water sales shows more sold in 2014 than in 2015.

**Old Business:**

Grant Progress and Report – D. Weir said we are waiting for the state to approve the budget by June 30, before continuing with the grant. We have received a letter from the state notifying us of the contingent notice to suspend performance. They expect the budget to be approved.

Bylaws Review – We did not receive an opposing statement from any member. Lenore asked the board members to sign the letter to the members and the next steps are printing and mailing. Everything is on schedule for the mid-July mailing.

June Newsletter – Lenore reported that the newsletters will be mailed by the end of the week – on schedule. Peter and I were able to prepare them for mailing on time.

Summary of meeting with Greg Cane – D. Weir reviewed the meeting with the engineer, Greg Cane, in early June. Greg prepared information about the projects for CWA, and an estimated cost. We talked about the USDA loan and how much to borrow and for which projects. Greg explained about the required archeological and biological study and the cost of about \$7 – 8,000. B. LaLanne made a motion: Greg Cane is approved to go forward with the archeological and biological studies. D. Atkins seconded the motion and all approved. Greg will prepare a consulting contract and send to us next week. After the meeting, Greg met with the staff about the grant application and which parts we could fill out and what he will be doing. This assignment of tasks will help us to get started.

**New Business:**

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

Tour System in June – After the meeting, the board members and staff toured the treatment plant and Elhardt Well after the board meeting. Dan has made so many improvements at the treatment plant and we all enjoyed seeing the many changes and upgrades. At Elhardt, the brush was cleared around the well house, with lighting and signs added.

**Adjourned:** D. Weir moved to adjourn the meeting at 10:32 am. All board members approved.

**Reported by:** L. Heffernan, Office Manager

Next Board Meeting: July 21, 2015 8:30 am