

**Camano Water Association
Board Meeting Minutes
August 18, 2015**

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

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

Guests: Kelly Bush, Archeologist and President of ERCI (Equinox Research and Consulting, Inc.)
Greg Cane, Engineer, Cane Engineering

Greg introduced us to Kelly, and she gave an overview of what an archeologist is required do for the projects in the system. Kelly provided us with detailed information and explained when a project is federally funded an archeologist is required to study the area pertaining to the project. Having an archeologist do the study is an investment and risk management. Greg will have her submit a proposal.

Greg asked the board members for a decision on the projects for the USDA loan so he is able to move forward. The board members decided to use CWA capital improvement funds for the new reservoir at the Monticello site and to use USDA loan funds for the manifold, transmission line on Bonnie Lane, replacing the pipe on Beach Drive and Holloway Drive, the Elger Bay Road transmission line, and the new meters and cross connection devices.

A motion was made by Ethel and Danae: Committing to allocate funds to put a new reservoir in due to current concerns of future need, to move the priority of the reservoir to the front of our needs and allocate funds to do the study and move into the construction with the budgeted amount of \$550,000. Bob seconded the motion. All are in favor.

A motion was made by Bob: To move forward with the loan process and to proceed with everything, including the meters and cross connection, and take them out later if it proves not feasible. Danae seconded the motion. All are in favor.

Approval of Minutes: The July minutes were reviewed, and a motion made to approve as written, by R. LaLanne and seconded by D. Willson, all accepted.

Finance/Office Report: The July finance report and check register were in balance, and approved as written, with a motion to approve by R. LaLanne and seconded by E. Bronson, all accepted.

Communications:

Camano Island Fire Chief - Dave received a letter from the new Camano Island Fire Chief and he is proactive about strategic planning and emergency services. Dave told him what we are doing for CWA and extended an open invitation to a meeting sometime.

Water Resource Advisory Committee (WRAC) – Dave attended the meeting on Whidbey Island at Jennifer’s suggestion. This group is for Whidbey and Camano Islands and meets to discuss the water issues and work with the commissioners.

A member stated they always pay their bill on time when in fact the financial report shows they have not. The late fee will apply to past due bills except those where two small amounts were overlooked; adjustments will be given.

The condo board members have questions about the charges on the bill. The CWA board members and Lenore concluded that this was addressed when they attended the March meeting. We also gave them membership applications for each condo owner, but as of this date we do not have them back. Lenore has sent a follow up letter, but has not received a response. We will contact them to obtain the memberships and answer their questions before the next meeting.

In reference to rental homes in the CWA, the board members confirmed that the \$100 fee for a name change will apply to each time an owner rents to a new renter. This procedure has been followed.

System Manager’s Report: Please see the report for additional information. Some highlights follow:
Source – Dan met with Gina at Stanwood Public Works Department and toured their water treatment plant and chlorine generators; we both use a lot of the same equipment.

Storage – The indicator cables on the middle and south reservoirs on Monticello have been replaced and are now reading accurately.

Distribution – There was a 4" water main break on Fairway and Thompson Drive in the morning. It was repaired and back in service by 5:30 pm. with minimal damage to homeowner's yard and storage area.

Reservoir progress – I have been working with Cane Engineering to assist with information as needed.

General – Even though the aquifer is recovering in this drought we should still be thinking about conservation and reminding members to conserve. We don't know what next year will bring. Signs will be ordered for water conservation. The painting of the well/pump buildings is complete. Dan and Peter showed slides of the newly painted buildings and the new sample station with a meter. In June we produced 7,758,561 gallons and in July we produced 8,151,700 gallons of water.

Visual Reports: Peter presented us with comprehensive reports showing the various rate increases for water sales, base fee, and CIP for 2016 and the potential income. He also included the different USDA loan amounts and interest rates. This will assist us in the budget process. There are many aspects that need to be studied in determining the budget for next year and looking ahead to the next five to ten years, as there are many projects to plan for.

Old Business:

DOH Grant Progress and Report – Dave stated we now have a grant from the DOH and we need to find out our start date so we can be reimbursed for expenses. Bob called a few of the water systems to help in the process so Greg can schedule his visits. We want to make it an easy process for them.

Bylaws Update – Many ballots have come in and on Friday the 21st at 9 am, two members have volunteered to come in to open and count the ballots; Lenore will assist them. The results will be emailed to the board members. Also, the results will be in the Fall Newsletter, and on the next bill. We will print the Bylaws booklets and send in October with the Annual Meeting Agenda.

Fall Newsletter – Teresa has sent a timeline and we need to review the content she has provided. There are items already written from June, plus additional topics. She is also working on the agenda for the annual meeting. Danae will email Teresa and all of us with follow up requests.

Progress on USDA Loan Application – Lenore met with the engineer last week to review what has been completed so far on the application, per the sample. We are on schedule and will continue to fill in the other areas as information becomes available. Greg attended the board meeting to confirm the projects under the USDA loan.

New Business:

Budget Development for 2016 – The board members have asked the staff to prepare the preliminary work for the 2016 budget. Lenore gave a tentative timeline and the staff will be meeting very soon to discuss and start the process. The overall plan is to have a presentation at the next board meeting.

Safety Committee – Ethel asked Dan to have safety training for the next person we hire for summer help. Dan agreed and will have a plan in place by then, and Lenore will peruse L&I's website for info. Dan has signs from the security company and ordered the Federal Offense tampering signage to be installed within the system. The branches and brush have been trimmed at all sites. The committee will plan to meet in September.

Annual Meeting Planning – There was a discussion about where to hold the meeting. After many good suggestions it will be at the CWA location this year.

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 12:04 pm. All board members approved.

Reported by: L. Heffernan, Office Manager

Next Board Meeting: September 15, 2015 8:30 am