

**Camano Water Association
Board Meeting Minutes
September 15, 2015**

Call to Order: The meeting was called to order at 8:34 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 August minutes were reviewed, and a motion made to approve as written, by R. LaLanne and seconded by D. Atkins, all accepted.

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

The board members had previously determined an amount of \$200,000 for the reserve fund. Lenore will contact the CPA to ask about the best way to do this, etc.

Communications:

Jennifer Kropack – Dave received an email from Jennifer about a Free Water System Forum on Tuesday, November 10, 4:30 pm, at the Camano Community Center on Arrowhead Drive. Anyone can attend. Several CWA staff plan to attend. The speakers are C. I. Fire Chief Michael Schick, I. C. Engineer Virpi Salo-Zieman, and DOH I. C. Planner Jennifer Kropack, along with additional special guests from Whidbey Island Water System Assoc. Board.

Condo Association – Lenore has sent a reminder letter regarding the memberships; no response from them yet.

System Manager's Report: Please see the report for additional information. Some highlights follow:

Source – There was a wind storm the end of August – 24 hour power outage, trees down at the treatment plant, the generator was used, the electrician was called in, and contacted Watkins to remove the trees between the buildings. All companies replied promptly and water was pumped continuously. An area of the fence was knocked down by neighboring trees, and we will send a letter to notify the property owner of the situation.

Storage – Reservoir progress – All of the surveying for the new reservoir has been completed.

Distribution – On August 4, a water theft occurred and also a cross connection was discovered in Cavalero Hills. The situation was taken care of immediately.

General – Renegotiating a contract with WWS and will have a new contract by next month. We plan to continue using Water and Wastewater Services as they provide high quality service.

Visual Reports: Peter informed us about the comparisons of water reporting for last year and this year – there were 3 million gallons more sold this year over last year. The aquifer recovered faster this year, as well.

Old Business:

DOH Grant Progress and Report – Dave reported that there are positive things happening, albeit challenging, and the engineer is contacting some of the water companies and will continue to meet with them. Lenore will send in the invoices along with the form from the DOH for reimbursement by September 30.

Bylaws Update – The bylaws votes were counted by Pat Metz and Mike Writer, with Lenore present. The votes were checked by each other for accuracy. There were 233 Yes votes, 24 No votes, and 5 were returned without a vote. The bylaws were passed on August 21, 2015. Thank you to both volunteers for their time to complete this part of the bylaws. The Secretary, Richard D. Atkins, signature will be added to the last page of the bylaws, to complete the process. They will be added to the website and copies printed.

Fall Newsletter – Teresa has been sending the stories back for edits and approvals to Danae, Dave and staff. It is on schedule for the October printing and mailing date.

Progress on USDA Loan Application – Lenore reported that Pete has created a spreadsheet showing different interest rates. There will be further discussion at the next meeting.

Budget Development for 2016 – The staff has worked on the budget and will report to Bob. Pete has created a spreadsheet showing the proposed rates and fees, and income and expense. The staff will set a meeting time with Bob to review the spreadsheets and 2016 budget.

Annual Meeting Planning – Dave reviewed the agenda with everyone and assigned the topics to be covered to a board member or staff. There will be an additional discussion about this prior to the annual meeting.

New Business:

Evaluations – Dave will plan to complete the evaluations in the next few weeks.

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

Adjourned: D. Weir moved to adjourn the meeting at 12:25 pm. All board members approved.

Reported by: L. Heffernan, Office Manager

Next Board Meeting: October 20, 2015 8:30 am