

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

**Call to Order:** The meeting was called to order at 8:30 am

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

**Guests:** No guests.

**Approval of Minutes:** The November minutes were reviewed, and Bob noted that a motion was passed at the November meeting in reference to two board member signatures being required for all contracts. A motion was made to approve the minutes as amended, by B. LaLanne and seconded by D. Atkins, all accepted.

**Communications:** Condo membership update – all memberships except for one, have been received; the board members advised Lenore to lien the condo if not received in December. Lenore will notify the owner by letter and an email.

Past due account for a vacant home – there may be a contract on the house; if there is not proof of a signed offer, the house will be liened according to CWA policy.

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

Proposed policy change – there was a discussion by the board members about how other water utilities compensate their board. Duane will send Lenore an email requesting this information from the coop and forward responses back to Duane, and he'll report at the next meeting.

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

Reservoir progress – Dan reported that the engineer is including fencing around the entire office lot on the plans for the new reservoir. Some trees and underbrush will be removed before the fence is installed, according to the county plans. The board members agreed to having the trees removed as needed and the estimate of \$7,000. Also, Dave signed the contract to allow the engineer to act as agent for CWA.

Source – On November 18, the controls from the TP up to the office failed so the transfer pump would not come on automatically when the reservoirs at the office called for water. Steve Chappel and Frontier Cable discovered that the copper pair of wires in the pedestal down the road had failed.

Storage – Refer to the report above report on the reservoir.

Distribution – Water samples for the disinfection by-product (DBP) for the annual test came back over the maximum contamination level (MCM) for trihalomethanes (TTHM). We are now in a Stage 2 Disinfection by-product quarterly monitoring plan.

General – On December 12, Dan and Peter went to the City of Bellevue Service Center and attended a Water Regulations, Coliform and E-coli Event seminar.

**Visual Reports:** Peter's reports showed the wells have fully recovered from the summer drought and everything is doing fine. He stated that 3 million more gallons were sold this year compared to 2014.

**Old Business:**

Review activities regarding DOH Grant – Dave and Greg Cane, Engineer, have a meeting planned for December 22, to talk about the next steps for 2016. They have invited Virpi with the DOH and Kelly Wynn with Water and Wastewater Services. Bob, Duane, and the staff will also attend the meeting, and Teresa Stover will be on the conference call.

2016 Budget adjustments – After a brief discussion, Lenore will make a few updates and have the proposed budget ready for approval at the January meeting.

Duane made some suggestions for printing the information about the rate adjustments to be sent with the January bills. Lenore noted this and will take another look at making some changes.

The board members also agreed it was time to implement the new CWA logo on the bills and Lenore will follow up with Databar.

Date change for dinner – Everyone agreed on January 14 for the dinner.

**New Business:**

Evaluations – Dave has met with each person and completed the reviews. He suggested other board members taking part to offer a different perspective.

Invite 3 members to February board meeting – Lenore will provide Danae with the contact info.

Check signing and vacations – Bob and Ethel will sign the monthly checks. Vacations are noted on the calendar.

**Adjourned:** D. Weir moved to adjourn the meeting at 10:45 am. All board members approved.

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

Next Board Meeting: January 19, Tuesday at 8:30 am