

**Camano Water Association
Board Meeting Minutes
March 17, 2015**

Call to Order: The meeting was called to order at 8:34AM

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: Two condo board members/owners and one owner attended to discuss the Base Fee charge on the bi-monthly bill. They did not understand why they were being charged a base fee for each condo when they only had one meter. Also, they were not clear about the requirement for all members to have a Membership application on file with CWA; all of CWA's board members contributed explanations that a Membership application is required from every member in Camano Water Association, noting the Bylaws and Policies of CWA. They wanted to know why the meter is located across the street from the condos and how the repair costs would affect them, if ever needed. They asked for a letter stating that CWA would be responsible for the meter costs and the condos would be responsible for anything on their property. This is CWA's policy for all meters.

Approval of Minutes: The February 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 February finance report and check register were in balance, and approved as written, with a motion to approve by E. Bronson and seconded by B. LaLanne, all accepted.

Communications:

Bonnie Lane Road Maintenance Association (RMA) – Duane and Lenore attended the annual meeting on March 14, and notified them that CWA would not be installing any new pipe on the road. They have plans to pave an area at the north end of Bonnie Lane and did not want to have any work done after the paving. Duane said it has been postponed for several years.

Databar – Lenore emailed Doran about logo changes to the bill and since we have 11,250 pre-printed pages in stock, there would be a charge of \$200 to destroy and then start with new stock. The supply would last about 9 billings or until next September 2016. A decision has not been made at this time.

New American Flags – Lenore requested that CWA purchase a new flag for the flagpole in front of the building. It was approved, along with a flag for inside the boardroom.

System Manager's Report: Please see the report for additional information. Some highlights follow:
Source – The exterior of the well houses will be prepped for painting and will choose a color compatible with the landscaping.

Storage – The Monticello reservoirs lost contact with the treatment plant and would not transfer water automatically and switched to manual mode to transfer water from the T.P. to Monticello reservoirs; called our electrician to troubleshoot and he contacted the phone company to repair the line. Dan and Peter attended a class on Water Storage at Skagit PUD on February 25, learning about concrete vs. steel tanks, size of tanks, and corrosion control. The brush around the Elhardt reservoir site has been trimmed back, an exterior light installed, and no trespassing signs have been put up on the property.

Distribution – Hansell Mitzel finished the last three live water taps for their project. Our engineer has sent me the contract agreement, for signature, from Associated Earth Sciences, Inc. (AESI) regarding the Cascade View Drive bluff study.

General – A safety station for the personal protective equipment has been installed inside Well 6. The staff has saved \$1,037 on the PUD bill for Jan/Feb by not using the heater in the shop and using one low watt light; \$704 was saved at the treatment plant for the same period by turning off lights. New parking curbs were installed and painted yellow in the CWA parking lot. Dan and Peter attended a Basic Water Works class in Everett on March 9. We attended the Co-op meeting in Milton on March 12 and the topic was about new rules for failed Bac-t tests in 2016. Dan and Lenore attended the Co-op meeting in Olympia on February 12. The discussion was about government, politicians, and water. Wells 6, 7, and 8 have new smoke detectors and motion sensors installed.

Visual Reports: Peter presented reports on water use, Wells 6 and 8 aquifers are doing well, and he also downloaded a very detailed asset program on his computer. He is providing us with such beneficial reports we have never had before. Peter has been authorized to purchase a GPS system he needs.

Safety Committee Report: The committee met in March.

Old Business: Dan said he received a letter from the fire department stating they will contact us to set a time to tour our facilities and complete their review.

Lighting – Dan will contact a few electricians for estimates to replace lighting without using the PUD rebate forms due to the extensive paperwork involved.

Evergreen Security was installing smoke detectors and motion sensors in several well houses.

We discussed a plan should we get an E.coli notice. Dan emphasized that the state will dictate what will need to be done. Our plan is to put the sandwich boards at specific street locations, a notice on the website, a phone message, and we will look into the process for emailing the notice.

Old Business:

Grant Progress and Report – Dave, Bob, and Duane have attended meetings and met with several water companies within the area to talk about the state grant money for a feasibility study for water company consolidation. It means opportunities for water companies to support each other in many areas including emergency preparedness, engineering, and management. Two companies signed a Water Company Cooperation Opportunities Project Participation Agreement. A few others may be interested and some not interested at all. We are still waiting to hear if approved for the grant.

Bylaws Review – The board and Lenore discussed the correct process to take in notifying members of the bylaws update. After reading through specific parts of the bylaws it has been determined to contact our attorney who is working on this with us to find out the exact process. Lenore will email him and prepare a timeline based on his information, to mail a letter and the updated bylaws to members.

Cross Connection discussion – Dan and Peter presented questions about the installation, testing, etc. It has been decided that Dan will contact a few companies for bids to install these. We will start with the high risk first, home sales, when pipe is replaced on a street, and any new construction will automatically get them. Bob made a motion that the Cross Connection fee is up to \$850. for home sales effective today's date, per Dan's research. When a property sells, this amount will be charged to the buyer to recover the expense CWA paid for. Danae seconded the motion; all in favor, except Duane abstains.

New Business: 2015 Newsletters – Dave is asking all of us to contribute suggestions/topics for the June newsletter and bring to the April board meeting. Danae will be planning the newsletter with Teresa.

Adjourned: D. Weir moved to adjourn the meeting at 11:50AM. All board members approved.

Reported by: L. Heffernan, Office Manager

Next Board Meeting: April 21, 2015 8:30AM