

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

Call to Order: The meeting was called to order at 8:31 am

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

Guests: No guests.

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

Communications: The Memberships for the condos are nearly completed with the most recent owners.

Finance/Office Report: The October 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.

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

Source – The permanganate feed line split one of the PVC fittings over the weekend and sprayed permanganate all over the chlorine tanks, floor, and walls at the TP. This is not hazardous. Repairs were made and working now.

All of the fencing that was damaged at the TP during the wind storm has been repaired at about \$2,000. The trees that went down between the buildings have been safely removed from the area. Photos were taken. We will contact the insurance company.

Storage – Pete and Dan met with Greg Cane, Cane Engineering, to review the preliminary plans for the new 210,000 gallon reservoir at the Monticello site. The plans look good.

Distribution – We've taken the new setter and double-check assembly to the Cross Connection seminar at the co-op, and to the Water Workshop and everyone gave good feedback.

General – This month's co-op meeting topics were about coliform violations and one system that have had too many violations and now the DOH is making them chlorinate. There was a demonstration on portable battery operated outdoor lighting.

There is another water system interested in an unused fire hydrant that CWA has and we would sell it to them at a fair price. We do not use this brand of hydrant in our system. B. LaLanne made a motion.

Motion: Following CPA review for proper format, Dan may liquidate any surplus worth \$500 or more. D. Atkins seconded the motion.

Waterworks Forum at Community Center – The staff and B. LaLanne attended the forum that was presented by the DOH (Jennifer and Virpi) from 4:30 – 7 pm on November 10. Bob said that many people attended the meeting, and it would be helpful to have a list of emails from everyone there. (Lenore will email Jennifer about it.) The fire chief spoke about emergency preparations, and their responsibilities here. Peter will plan to attend the C.I. meeting on November 18 at the Madrona fire station. Jennifer talked about forming a co-op meeting for this area, and water companies joining together to support each other, etc. The meeting was a positive step for the opportunity to meet and greet that evening - - building blocks for the future!

Visual Reports: Peter's reports showed the wells will be fully recovered by March 2016 – everything is doing fine. He noted that CWA pumped more water this year – 2.7 million gallons more – and we are almost 100% recovered.

Old Business:

Review activities regarding DOH Grant – There will be a meeting in December, when Greg is ready to discuss the next steps. More info to follow.

Budget changes – The board requested a review at the next meeting. Bob and Lenore will meet to review the current fees, i.e. Membership Fee, Transfer Fee, etc., and have a draft for the next meeting.

Annual meeting assessment – The board members gave positive feedback about the meeting and thought the power point presentation by Peter and Dan was really great. The engineer, CPA, and board members provided an abundance of information to the thirteen members who attended. Please refer to the annual meeting minutes.

Proposed policy change/Comp time – The board requested a review at the next meeting.

Two signatures on contracts - After a board member discussion, B. LaLanne made a motion.
Motion: Contracts or special contracts shall require two board member signatures. The exception would be emergency agreements. D. Atkins seconded the motion, all accepted.

Christmas gathering – We are planning a date and place.

New Business:

Election of 2016 Officers – E. Bronson announced the results from the ballot count. There were no write in's on the ballots, nor did any members express interest in running. Dave Weir and Danae Willson were re-elected for the next three year term. The board members were voted in at the November 7, 2015 Annual Meeting, by the members in attendance, and are as follows:

Dave Weir	President	2018
Ethel Bronson	Vice President	2016
Robert LaLanne	Treasurer	2017
Richard D. Atkins	Secretary	2017
Danae Willson	Trustee	2018

Safety committee – Ethel noticed the threshold between the offices should be lower. Some of the exterior lighting isn't very bright, and the staff will look into what can be done to improve it. Peter will assess the need for carbon monoxide monitors. Peter suggested installing some cautionary posts at the side door of the building.

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

Adjourned: E. Bronson moved to adjourn the meeting at 10:10 am. All board members approved.

Reported by: L. Heffernan, Office Manager

Next Board Meeting: December 15, 2015, Tuesday at 8:30 am