

# Camano Water Association Annual Meeting Minutes November 7, 2015

**Call to Order:** 9:30 a.m. by President David Weir

**Introductions:** Board members: President David Weir, Vice President Ethel Bronson, Secretary Richard Duane Atkins, Treasurer Robert LaLanne, Trustee Danae Willson (not present).  
Staff: Office Manager Lenore Heffernan, System Operator Dan Peterson, Office/IT Peter Turner.

**Guests:** Russell Martinson, CPA, Terry Greer's office; Greg Cane, P.E. Cane Engineering

**Approval of 2014 Minutes:** The minutes of the November 2014 annual meeting were read by R. Duane Atkins; a motion was made to approve as written, seconded and approved by everyone present.

**Audit Report for 2014:** The financial report was given by Russell Martinson, CPA. An audit was conducted this year and he noted information that has been recorded matches with what has been reported. In an audit, fixed assets, inventory, and revenue and expense accounts are reviewed. He reported CWA is in good standing, and policies and information has been reported as requested by Terry Greer, CPA. He also noted long term projects are being planned for.

**Treasurer's Report:** Copies of the report were distributed to the members. Robert LaLanne reviewed the highlights of 2014 – replaced 1,760 feet of pipe, replaced the TP chlorine brine pump, production meter and rejuvenated the filter media, rebuilt 2 wells, cleaned all storage tank exteriors, implemented a comprehensive water production and aquifer monitoring and data system, hired a new engineer, and commissioned a lawyer to create comprehensive contract forms for a variety of contracts.

A summary for 2015's notable items are as follows: CWA made it a policy to maintain \$200,000 available for emergencies. The reserve study conducted last year was used as a planning tool and Peter created an inventory spreadsheet of the assets to determine the useful life of them. Establishing a value was the difficult part because we don't exactly know the age of some things. We have a reserve fund to be able to pay for things such as the truck replacement. The capital improvement amount is used for pipe replacement, and a future reservoir.

CWA's engineer, Greg Cane P.E., has been working with the staff and board members to identify areas of pipe replacement and add an additional reservoir. The board and staff are reviewing several different ways to fund projects; loans and private funding options were not competitive. Special assessments are viewed as an unacceptable answer to very poor planning and place an undue burden on customers. It has been determined to self-fund the projects over the long term. Rate adjustments can be expected each year.

**Engineer's Report:** Greg Cane proposed taking a new look at the capital facilities plan, looking into the long range future which impacts years ahead, however, very necessary. He talked about wells 6, 7, 8 being the main wells, and well 5 as a lesser used well. He showed well 6 data logger information, as an example. He talked about the capacity analysis, source, storage for near term and long term, well capacity, and treatment capacity. He provided maps of the system pipe showing current and plans for the future. Greg also spoke about the proposed 200,000 reservoir at the Monticello site to commence in 2016. Permitting will begin soon, and it will go out to bid, as all projects will be doing.

**Operation's Report:** Dan Peterson talked about the planned maintenance projects that were completed in the past year and he and Peter put together a slide show of the different things. Some of the larger projects were:

Source – aquifer levels are a few inches lower than last year but still have good recovery. From January 1 to September we produced 47,859,122 gallons water. During July 4 weekend alone we produced 1,144,700 gallons in just 3 days.

Storage – all seven reservoirs have been pressure washed on the outside, as well as some brush maintenance. A new reservoir is in the planning stages and should be running by June.

Distribution – Associated Earth Sciences, Inc. completed a study of the bluff on Cascade View Drive and determined the bluff is stable and in good condition. A complete report is at CWA.

In June we flushed 208,031 gallons of water through the distribution system to clean out water mains and reduce colored water calls.

On July 30 at the corner of Thompson Drive and Fairway there was a 4" PVC water main break with minimum property damage.

There were four new water service connections hooked up this year.

General – the August 29 storm caused seven trees to come down around the treatment plant. The system ran on generator power for two days until the power was restored.

Although our aquifers are recovering, we should always be practicing water conservation.

**President's Report:** Dave Weir said a committee spent about six months reviewing the bylaws which were then reviewed by our attorney, packets were sent to and then approved by the membership on August 21, 2015. It has been 20 years since they were reviewed.

Dave talked about the projects for the system and funding for them. Peter created a ten year plan spreadsheet. Self-funding the projects over time allows us to use the money from interest to be put back into the system. He said everyone associated with CWA is doing a great job.

CWA and the DOH have been talking about setting up a co-op for Island County – a great way to pool resources, information, contractors for work to be done, i.e. tank or well cleaning. The benefits are many and CWA already is a member of the Water Cooperative of Pierce County with twenty one water companies involved.

**Safety Committee:** Ethel Bronson has led the staff in applying safety measures and concerns within the system. Dan has purchased safety gear, road signs and cones, equipment, emergency lights and first aid kit, and installed an eye wash station. Dan and Peter created a MSDS binder for the fire department and met with them at the treatment plant to go over safety improvements there. As a result, Dan added yellow safety lines to designate the walkways in the TP. Other items were discussed and addressed.

**Election Results:** Ethel Bronson announced the results from the ballot count. There were no write-ins 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.

David Weir	President	2018
Ethel Bronson	Vice President	2016
Richard Duane Atkins	Secretary	2017
Robert LaLanne	Treasurer	2017
Danae Willson	Trustee	2018

**Destroy Ballots:** R. Duane Atkins motioned to destroy the ballots, it was seconded and the vote carried.

**Questions/Discussion:** a member asked when the ballots are destroyed. They will be destroyed according to CWA bylaws.

**Adjourn:** Dave Weir made a motion to adjourn at 11:13 am. The motion was seconded by everyone present.

**Reported by:** Lenore Heffernan, Office Manager

Next Board Meeting November 17, 2015 Tuesday 8:30 am