

**Camano Water Association  
Board Meeting Minutes  
January 19, 2016**

**Call to Order:** The meeting was called to order at 8:33 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:** A CWA member attended to learn more about the water and system. Dan gave him a tour of the treatment plant, and other areas of interest.

**Approval of Minutes:** The December minutes were reviewed, and a motion was made to approve the minutes as written, by E. Bronson and seconded by D. Willson; all accepted.

**Communications:** Condo membership update – all memberships have been received in December. Past due account for a vacant home – the house will be selling in early February; therefore a lien will not be processed. If the house does not sell, a lien will be processed.

**Finance/Office Report:** The December 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 – Duane presented the results about board member compensations, which Lenore had sent to the Co-op members. There are 25 water companies in the Co-op; he received three responses and two companies reported that they compensate their board. After a discussion, it was recommended to keep the current compensation plan, in accordance to the bylaws.

The new logo will appear on the March bills.

Approval of 2016 fees, which appear on the back of the bill, have been approved.

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

Reservoir progress – Dan reported that the county has made some modifications to the fencing plan. Also, because of the disinfection byproduct, 3 sample stations will be added to the new reservoir: at the top, middle, and bottom of the reservoir.

Source – The one inch backflow valve on the chlorine manifold failed and has been replaced. Dan would like two signatures on the Hach DR2700 Service Plan for the analyzer in the TP. The cost is \$400 and the board members suggested he look into the cost of a new one and consider the life expectancy, etc. Dan will report back at the February meeting and a decision will be made then.

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

Distribution – PLE installed a new service connection at lot 16 on Crest View Drive and another service on San Juan Drive for a new sanitary sample station that the DOH has recommended we put in at the south end of the system. Also, PLE will be replacing a 6" valve on the corner of Country Club/Teresa and replacing the "T" that failed on Fairway this summer with a ductile iron "T" and concrete thrust block.

Cross Connection – Dan is proposing we move forward with the CCC program by ordering 100 each of the tandem setters, backflow preventers, and meter boxes at the approximate cost of \$41,512. He is still planning to install 100 per year on designated meters.

Motion: B. LaLanne made a motion to order 100 setters, backflow preventers, and meter boxes at the estimated cost of \$41,512. E. Bronson seconded the motion, and all approved.

General – The Co-op meeting was at Spanaway Water this month and one of the topics from the DOH was service connections that are not accounted for, such as mother-in-law apartments, and garages with water. Water companies are allotted so many hookups and reporting to the DOH is based on this.

**Visual Reports:** Peter's reports showed the wells have fully recovered from the summer drought and everything is doing fine. He stated a 24% increase in water sold this year as compared to 2014. He reported that work orders have decreased in 2015, but with people using more water and therefore higher bills, they asked to have their meters checked for leaks, which was not the case for them. He presented the operational costs for 2013 - 2015, and a report for leaks, which are greatly reduced now. Another very valuable report prepared by Peter is the Asset Register, reporting on every hookup, hydrants, and valves. And to close the year on a very high note, Peter has finished the Consumer Confidence Report for 2015 for the DOH ahead of schedule by several months! This is unprecedented! The reports that Peter has provided about CWA over the past two years have given us much more information to lead CWA in a clear direction.

**Old Business:**

Review activities regarding DOH Grant – A meeting was held December 22 with the engineer, DOH rep, CWA staff and several board members to discuss the next steps. Greg presented a sample summary of a water company and everyone supported his process and to move forward with the other companies. There will be a meeting scheduled in early March for the water companies to meet at the CWA location. Greg will have more reporting ready for the DOH in March.

2016 Budget adjustments – Bob had a few questions about the Projects and Reserve Fund amounts and Lenore will follow up with them.

Motion: E. Bronson made a motion to accept the 2016 Budget as written, B. LaLanne seconded the motion and all approved.

Date change for dinner – Everyone agreed on January 27 for the dinner.

**New Business:**

Safety Meeting – Ethel reported that the exterior lighting has been taken care of by Dan and Lenore. Dan suggests waiting to install any posts at the east side door until the reservoir construction is completed. Ethel asked Dan about safety while the reservoir construction is in progress and how to handle the use of the driveway. Dan will use barricades, cones, and caution tape to keep the area safe. Dave suggested adding additional lighting to the reservoir area and Dan said he would look into this.

Invite 3 members to February board meeting – Danae is developing a comprehensive plan and noted there are many ways to include members in CWA. Danae will take the opportunity to move ahead and keep us posted. She has put a lot of thought and creativity into her ideas.

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 11:00 am. All board members approved.

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

Next Board Meeting: February 16, Tuesday at 8:30 am