

**Camano Water Association  
Board Meeting Minutes  
February 16, 2016**

**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 and Dan Peterson.

**Guests:** CWA member, Dick Pelland, attended the meeting again this month and we gladly welcomed his interest.

**Approval of Minutes:** The January minutes were reviewed, and Danae requested an amendment under New Business. Instead of "presented", she is "developing" a plan to invite members to CWA board meetings. A motion was made to approve the amended minutes as written, by B. LaLanne and seconded by D. Willson; all accepted.

**Communications:** An update - the house did not close as planned, and since the past due amount has been accumulating from August 2015, a lien was processed on February 2.

Lenore contacted Island County about a locked meter at a potentially occupied property and was informed that CWA should follow its policy. I.C. does not get involved with this situation. Board members questioned if there was a WAC for this. A lien was processed in December for non-payment since July 2015.

**Finance/Office Report:** The January finance report and check register were in balance, and approved as written, with a motion to approve by B. LaLanne and seconded by E. Bronson, all accepted.

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

Reservoir progress – Dan reported that we are still waiting for Island County approval.

Source – The pressure transducer that controls the chlorine levels in the tanks at the TP failed and has been replaced. Cost \$1,305. The board members asked Dan to order a backup. Dan received the price quote for the new analyzer, and after a discussion, a decision was made to purchase a new analyzer and have the current one for a backup. The annual agreement will not be needed or renewed at this time.

Storage – All of the reservoirs have had their tops cleaned off for the sanitary survey in February and Peter will be taking specific photos for the DOH. The Elhardt reservoir has a high level of disinfection by products in it. I received a price quote of \$2,550 from Liquivision Technology to come out and dive the reservoir and clean it out in a few weeks.

Distribution – Delivered 19 shut off notices this month.

Cross Connection – The connections have been ordered and they are ready to be picked up.

General – Peter and I attended the co-op meeting at the Pierce County Emergency Management Center and the topic was radio communications.

**Visual Reports:** Peter will have reports at the next meeting.

**Old Business:**

Review activities regarding DOH Grant – Dave announced there will be a meeting on Wednesday, March 9 at 6:30 pm for all of the water systems. Greg Cane will be giving each system their information to take with them to review, update, and then to get back to him with the changes.

Lenore also updated the board members about the invoice reimbursement form for the DOH, and the time and emails involved – required for completing the approvals.

Plans for future board members – Danae is developing a plan to invite new board members to CWA. She asked us to participate in an exercise of listing the requirements needed for a CWA board member(s). There were many great ideas from all of us and she closed with asking for anyone to join her in this. Dick Pelland and Danae met after the meeting.

**New Business:**

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

**Adjourned:** D. Weir moved to adjourn the meeting at 10:32 am. All board members approved.

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

Next Board Meeting: March 15, Tuesday at 8:30 am