

**Camano Water Association
Board Meeting Minutes
March 15, 2016**

Call to Order: The meeting was called to order at 8:32 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: CWA member, Dick Pelland, attended the meeting again this month and we gladly welcomed his interest.

A CWA Member and his builder requested to remove or reduce a fee charged to him for water theft. The \$500 fee charged for stealing water, before a meter was installed, only appears on our fee schedule. The board reviewed our policies and we do not have any definition of stealing water. With that knowledge, and the policy which allows our business manager to make decisions in situations like this, we asked Lenore how she would have handled the situation. Lenore indicated that she would reduce the charge to \$100. The board concurred.

A CWA member attended to present her views about water conservation and the increased bill. The board members noted a few points: reports are available to track water use and conservation, there is an awareness of members on a fixed income in relation to the rates: it was determined that paying small increases each year vs. a rather large assessment would be easier to handle, which provides funds toward the costs of capital improvements and regular maintenance to the system.

Approval of Minutes: The February minutes were reviewed, and a motion was made to approve the amended minutes as written, by B. LaLanne and seconded by E. Bronson; all accepted.

Communications: An email from J. Kropack (DOH) requested to store historical files from previous year's water systems co-op meetings; Jerry Purdham currently is storing them. Lenore will talk to her about it. Also, it would be beneficial to establish a co-op again with all of the water systems on C.I. The staff will contact Jennifer regarding this.

Finance/Office Report: The February finance report and check register were in balance, and approved as written, with a motion to approve by D. Atkins 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. Dave said Greg has been in contact with I.C. – continuing to wait.

Source – Renewed 1 year contract for spectrophotometer. The register on the 60hp transfer pump failed; a new fan was installed and a new register was ordered. Cost \$800.

Storage – LiquiVision cleaned the Elhardt reservoir; Peter took photos and a video, which was very interesting to see. Cost \$3,249.

Distribution – The double check valves, tandem setters and meter boxes were picked up from HD Fowler for the cross connection program. We are continuing to contact installers for bids.

General – Peter and Dan attended a Skagit PUD workshop for water regulations – iron and manganese and how to flush it out of the water mains. Also heard more about E.coli, total coliform rules that go into effect in April of this year. The power was out all day on Thursday, 10th; the generators were used. There is a slight increase in water use this month.

Visual Reports: Peter said the Water Use Efficiency Report (WUER) was submitted this week to the DOH. It is also on our website. His reports show that well 7 has full recovery; well 8 is slightly below and it is the same as last year at this time.

Old Business:

Review activities regarding DOH Grant – The Wednesday evening meeting attended by Greg, Dave, Bob, Peter, Lenore, five water systems, Jennifer and Virpi (DOH) was very informative. Greg gave a presentation reviewing the info in each packet. He gave each water system their packet to take with them, review the information, and get back to him in early April with updates. Greg will be contacting the water systems that did not attend to give them their packets. With a brief review of the information, it was noted that Greg had given them more data about their systems than anticipated and they were very appreciative.

Also, D. Pelland referred to several important questions regarding the water systems cooperation grant and what it would mean for CWA. Dave said he appreciated his concern and questions, and noted these will be addressed as time goes on.

Plans for future board members – Danae gave an excellent presentation/informational plan regarding board member development. Board members agreed it would be helpful to have a checklist of materials to give to new board members. This will be an ongoing work in progress.

New Business:

Safety meeting – Ethel and the staff discussed the work needed to be done in the office and we hope to accomplish a few things this summer and will plan for other items in the budget for next year. Ethel discussed basic safety with Dan regarding contract work in the system – reviewed using safety cones, signs and safety gear. The committee agreed to meet quarterly.

June newsletter – Danae will email Teresa to get things started, requesting a timeline and proposed 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 11:12 am. All board members approved.

Reported by: L. Heffernan, Office Manager

Next Board Meeting: April 19, Tuesday at 8:30 am