

**Camano Water Association
Board Meeting Minutes
March 21, 2017**

Call to Order: The meeting was called to order at 8:27 am.

Roll: Board members present: Dave Weir, Ethel Bronson, Duane Atkins, and Danae Willson. Staff present: Lenore Heffernan, Dan Peterson, and Peter Turner.

Guests: No guests.

Approval of Minutes: The February minutes were reviewed and approved as written with a motion by E. Bronson and seconded by D. Willson; all accepted.

Communications: No communications.

Finance/Office Report: The February finance report and check register were in balance and approved as written, with a motion by E. Bronson and seconded by D. Willson; all accepted. E. Bronson asked Lenore about the overages in accounts 532 and 562. After the meeting, they were reviewed and changed to accounts 563 and 584 respectively. The total amounts did not change. An updated report was printed.

CD update – The application and check for \$200,000 was sent via UPS 2nd Day Air to Crestmark Bank; it takes about one week to allow the check to clear and process the new account. They will email us with a certificate number.

Garrison Memberships – Lenore called T. Garrison to discuss them and Garrison will get back to us.

System Manager's Report: Please see the report for additional information. Some highlights follow: Source – Check relief valve plans have been sent to the DOH for approval; after approval, we will be sending it to Trico Constr, Chappel Constr and C. Johnson Constr for bids.

Motion 2017—3-21-1: To approve go ahead on check valve at the treatment plant.
E. Bronson approved, D. Willson seconded, all approved.

Storage – Mt. Baker Silo (MBS) is putting together a cost proposal for installing spray nozzles, vents, and cleaning 3 of the Monticello reservoirs plus patching the leak in the north reservoir.

Motion 2017-3-21-2: Approval of \$26,332.30 bid for upgrades to reservoirs by Mt. Baker Silo for DBP.
D. Atkins approved, D. Willson seconded, all approved.

CCC progress – 129 DCVA's have been installed.

Disinfection Byproduct (DBP) update – The plans for the DBP have been approved from the DOH.

Distribution – Signs for the annual flushing will be put out on Friday, March 24; flushing will be done on Tuesday, March 28 and Wednesday, March 29 from 8 am – 3 pm. Peter put a notice on the website. An agreement with R. Clise has been made on how best to serve his properties with water, pending the Board's approval.

Co-op meeting – Peter and Dan attended the March meeting at the City of Milton. Topics were Lakewood Water having to shut down one of its wells due to contamination from the Navy Base and more discussion on water rights.

General – Gallons produced in January 3,785,855 and February 2,980,069.

Visual Reports: Peter reported he is reissuing the financial figures based on 2016, which was more normal. 2015 was too hot of a season. He will reevaluate the financials based on this information. Peter reported Wells 6, 7 and 8 are showing 2017 higher recovery than in 2016.

Old Business:

Company goals for 2017 and assignments – Dave has asked each person to assume responsibility with accomplishing our goals for this year as follows, and to report on updates at the board meetings.

1. Monitor accrued finances, and planning for Beach Dr pipe, meter and DCVA
Dave, Peter, Dan, Greg
2. Begin planning, priority, and projected timeline for future pipe replacement
Dave, Greg, Dan Gael
3. Upgrade and refine our policy manual
Dick, Lenore
4. Recruit and encourage potential board members
Danae, Duane
5. Complete and update the interior of the office, consider additional /flex work stations
Duane, Staff
6. Develop and refine our asset replacement plan (approved by D. DeLorenzo and T. Greer)
Peter, Dick
7. Update and refine our Comp Plan for DOH
Ethel, Peter, Dan, Gael, Greg
8. Create an Organizational Chart
Dick, Lenore, Dave
9. Provide help and support for the development of a Camano Co-op – Danae, Dave, Lenore

DOH meeting planning – Danae talked about the first meeting for tomorrow – the presenters, agenda.

Security cameras – Pete noted there are different camera specs and will continue to research them.

Policy manual review Section 4 – Lenore will send everyone the policies from ATHR, to review in the next few weeks, and to email any comments or questions to her to address either through the board or ATHR for the next meeting (or the next one in May depending on the circumstance and timing).

New Business:

June newsletter content review – Teresa emailed the topics and a timeline, which Lenore sent to everyone to review. Teresa will send the first draft by the April meeting.

Safety meeting – Ethel and staff conducted their first meeting for the year and since Lenore received some good ideas from L&I, everyone received a copy and we incorporated the information into the meeting. Please refer to the Safety binder for additional information.

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

Adjourned: D. Weir moved to adjourn the meeting at 10:34 am. All board members approved.

Reported by: L. Heffernan, Office Manager

Next Board Meeting: April 18, 2017 Tuesday at 8:30 am