

**Camano Water Association
Board Meeting Minutes
April 18, 2017**

Call to Order: The meeting was called to order at 8:32 am.

Roll: Board members present: Dave Weir, Ethel Bronson, Danae Willson, and Dick Pelland. Duane Atkins and Gael Fisk were not present. Staff present: Lenore Heffernan, Dan Peterson, and Peter Turner.

Guests: No guests. Dave noted guests from Mecca and Camano City may attend another meeting.

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

Communications: Members Garrison/Borthwick, 002-1719-1, gave a verbal proposal with regards to the remaining 55 water shares. The board members discussed the offer and will come to a decision after there is time to review the offer.

Finance/Office Report: The March finance report and check register were in balance and approved as written, with a motion by D. Pelland and seconded by D. Willson; all accepted.

System Manager's Report: Please see the report for additional information. Some highlights follow:
Source – The DOH has approved the plans for the relief valve at the TP.
Trico has won the bid to install the relief valve for \$46,492.23 and has been given permission to proceed.

Motion 2017-4-18-2: Move to approve \$46,000 for adding a pressure relief valve at our treatment plant for facility protection.
D. Willson moved, E. Bronson seconded, all approved.

Chappel Constr is making great progress on the 60 hp transfer pump and will be finished Friday 4/21/17.

Storage – Mt. Baker Silo (MBS) is still waiting for parts (spray nozzles) for the DBP project.

CCC progress – 134 DCVA's have been installed YTD. AAA Backflow meeting on Friday 4/14 and talked about a contract/commitment. Nothing signed yet.

Disinfection Byproduct (DBP) update – See Storage above.

Distribution – Trico is coming out Monday 4/17 to repair a leak (pvc line split) on Crest View Dr by pulling a new service line under the road for 2 homes new service connections. They will also be installing another new service on Beach Dr.
17 shut off notices were delivered.

Co-op meeting – Peter and Dan attended the April meeting at Lakewood Water District. There was a great discussion about water service disconnections. Private companies can shut off; a municipality cannot completely shut off – they handle by sending to collections.

General – Gallons produced in March 2,980,069 and April 3,466,618.

Visual Reports: Peter prepared a spreadsheet for water sales for 2015, 2016 and 2017. There was \$6,000 more in 2017 than 2016. A report showed targeted vs. actual water sales for 2017. The aquifers are maintaining good levels – Well 7 a few inches above the static water level and Well 8 slightly below.

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.
On going. Dave, Peter, Dan, Greg
2. Begin planning, priority, and projected timeline for future pipe replacement
Dan & Greg are taking pressure readings. Dave, Greg, Dan, Gael
3. Upgrade and refine our policy manual.
On going. Dick, Lenore
4. Recruit and encourage potential board members.
August timeline. Danae, Duane
5. Complete and update the interior of the office, consider additional /flex work stations.
Duane & Lenore met to review project. Duane, Staff
6. Develop and refine our asset replacement plan (approved by D. DeLorenzo and T. Greer)
Pete adding valves. Peter, Dick
7. Update and refine our Comp Plan for DOH.
On going – Greg is very busy now. Ethel, Peter, Dan, Gael, Greg
8. Create an Organizational Chart.
Need to gather info & meet. Dick, Lenore, Dave
9. Provide help and support for the development of a Camano Co-op – Danae, Dave, Lenore
Continue to move forward – see next paragraph.

DOH meeting acknowledgements – Dave noted the great efforts from Danae, staff, and Greg Cane at the meeting for water systems at the community center. Danae said there were 60 attendees from over 25 type A water systems (about 1/3 participating), they were eager to have a follow up meeting in September. Virpi and Jennifer (DOH) sent thanks to us and had many interesting suggestions for future meetings – there are so many topics for water systems to talk about.

Clise extension project – Dave gave an overview of the detailed work being done by our engineer and attorney for this project. Based on the engineer’s information, the attorney prepared a Resolution for the Board Members to approve.

Motion 2017-4-18-1: To approve the Resolution in regard to Clise property (attached).
E. Bronson moved, D. Pelland seconded, all approved.

June newsletter content review – Teresa is working on layout and content and will send this week.

New Business:

Policy 3120 Developer Fee and Water Availability clarification – the discussion will continue; waiting for the engineer to review the fee.

Check signing and vacations – Dick and Ethel will sign the monthly checks. Vacations – see 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: May 16, 2017 Tuesday at 8:30 am