

**Camano Water Association
Board Meeting Minutes
May 16, 2017**

Call to Order: The meeting was called to order at 8:30 am.

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

Guests: A guest from Mecca Community Association was interested to observe a CWA board meeting after attending the water systems meeting in March, and introductions were made around the room.

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

Communications: Members Garrison/Borthwick, 002-1719-1 – the board members and staff are reviewing some policies and continue to work on it.

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

System Manager's Report: Please see the report for additional information. Some highlights follow:
Source – The 60 hp pump is finished and on line.

Chappel Construction completed the cement block for the transfer pump – refer to photos.

Storage – Mt. Baker Silo (MBS) – the sprayers are installed for the 3 tanks at Monticello; BacT's are ok.

CCC progress – 139 DCVA's have been installed YTD.

Disinfection Byproduct (DBP) update – a letter will be mailed this month with an update, and needs to be sent quarterly, per DOH.

Distribution – Trico installed the pressure relief valve at TP on May 15. Had a repair at Monticello south reservoir, and repaired leak in water line on Noble Fir and Arapaho – see photos; new service connection on Porter St.

Co-op meeting – did not attend this month.

General – Gallons produced in April 3,466,618 and May 4,664,572.

Visual Reports: Peter said the sales for 2017 are above 2016 by \$5,000 as of this date, and the gallons sold are higher, compared to last year. 2018 finances are on target for Beach Drive capital project. The aquifer recovery is good and Wells 6, 7, and 8 are about the same as last year, with good recovery.

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.
Pete reported on target with finances for 2018. Dave, Peter, Dan, Greg
2. Begin planning, priority, and projected timeline for future pipe replacement
Greg is working on mapping. Dave, Greg, Dan, Gael
3. Upgrade and refine our policy manual. Dick, Lenore

Dick & Lenore have reviewed from ATHR; Teresa incorporated some policies & will continue after we reviewed the first few policies.

4. Recruit and encourage potential board members. Danae, Duane
Danae recommends keeping the opportunity always visible.
5. Complete and update the interior of the office, consider additional /flex work stations.
Duane contacted contractor; skylight is installed. Duane, Staff
Waiting for painting & carpet bids.
6. Develop and refine our asset replacement plan (approved by D. DeLorenzo and T. Greer)
Pete sent asset list to CPA; he asked for add'l info. Peter, Dick
7. Update and refine our Comp Plan for DOH. Ethel, Peter, Dan, Gael, Greg
Ongoing – see 2 above.
8. Create an Organizational Chart. Dick, Lenore, Dave
We met & sent a draft to Teresa; ready for next meeting.
9. Provide help and support for the development of a Camano Co-op – Danae, Dave, Lenore
Mid-September evening meeting is planned.

DOH/acknowledgements – The Department of Health sent Dave letters for National Drinking Water Week Nominations, to honor water professionals and organizations for their contributions in developing, operating, and maintaining public water systems. Recipients were CWA Board members Dave and Duane, former board member Bob, and CWA employees Dan, Pete, and Lenore. It was very much appreciated that Jennifer Kropak, Regional Planner, Office of Drinking Water, Department of Health, nominated CWA. The letters are displayed at the CWA office.

Clise extension project – Dave said the engineer and attorney have been working diligently on the Agreement and have sent it to Clise for their attorney review.

June newsletter content update – Teresa is working on layout and content. We will be reviewing a draft soon. Lenore suggested moving the newsletter to April or May, since the WUER and CCC reports are submitted to the DOH before then. We can discuss if a change is possible so it benefits all schedules.

New Business:

Policy 3120 Developer Fee and Water Availability clarification – the discussion will continue; waiting for the engineer to review the fee. Also, the Policy needs to match with what we do.

Check signing and vacations – Dick and Danae will sign the monthly checks. Vacations – see the calendar.

Adjourned: D. Weir moved to adjourn the meeting at 10:55 am. All board members approved.

Reported by: L. Heffernan, Office Manager

Next Board Meeting: June 20, 2017 Tuesday at 8:30 am