

**Camano Water Association
Board Meeting Minutes
July 13, 2017**

Tour Treatment Plant: 8:30 – 9:15 Dan gave the annual tour – he showed us the new pressure relief valve outside and the new configuration of the transfer pump inside the TP, by Chappel Construction.

Call to Order: The meeting was called to order at 9:25 am.

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

Guests: Bruce Spong, Maple Heights Water Assoc., attended the tour and the meeting to learn more about CWA. He complimented everyone on CWA's procedures. He and the board members exchanged information and future needs.

Greg Cane, Cane Engineering gave a presentation about the DBP status. Please refer to his PowerPoint notes at the office.

Approval of Minutes: The May minutes were reviewed and approved as written with a motion by E. Bronson and seconded by D. Willson; all accepted. Please note the June board meeting was cancelled.

Communications: Members Garrison/Borthwick, 002-1719-1 – nothing to report now. Cavalero Hills Agreement update – Lenore received a reply from Steve Flynn regarding the 11 lots. He proposed an approximate one-half payment; the board members noted there is an agreement signed and notarized between Crosswind Landings, Inc. and CWA. Therefore, they agreed to contact our attorney to proceed with the next step and respond to him.

Finance/Office Report: The May and June finance reports and check registers were in balance and approved as written, with a motion by D. Atkins and seconded by E. Bronson; all accepted.

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

Source – The seal in the 60 hp pump has failed after being rebuilt, so we are now running on the three bank backup pumps. The chlorine analyzer and the chlorine generator have their annual planned maintenance service. The chlorine dose has been lowered down to 1.00 parts per million (ppm) to help with DBP.

Storage – Mt. Baker Silo (MBS) – completed the finishing punch list for the spray nozzle project.

CCC progress – 163 DCVA's have been installed YTD.

Disinfection Byproduct (DBP) update – Greg talked about the status of the DBP – see above.

Distribution – Trico installed two new service connections on E Camano Dr.

Co-op meeting – did not attend this month.

General – Dan met with Kelly (WWS) to discuss some conditions of the contract, which expires in September. Pete will prepare info based on CWA statistics.

Gallons produced in May 4,664,572 and June 5,377,836.

Visual Reports: Peter reported that Well 6 had gone down slightly and similarly for Well 7, but the recovery has been slightly better this year. Well 8 stays below the static line. We are still on target for water sales. Regarding the DBP – stage 1 and 2 are finished, and stage 3 would be the pumps. The cost

for all three stages would be \$121,000, unplanned for this year. We will need to review the rates for 2018 and the cost for Beach Drive pipe replacement. The DCVA form also tracks inventory.

Old Business:

Company goals for 2017 and assignments – Dave has asked each person to assume responsibility for 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 in above report. Dave, Peter, Dan, Greg
2. Begin planning, priority, and projected timeline for future pipe replacement
Nothing new to report. Dave, Greg, Dan, Gael
3. Upgrade and refine our policy manual.
Dick & Lenore reviewed policies again, sent updates to Teresa; she'll send a "clean" copy soon. Dick, Lenore
4. Recruit and encourage potential board members.
Danae recommends keeping the opportunity always visible. Danae, Duane
5. Complete and update the interior of the office, consider additional /flex work stations.
Dave asked us to meet and come back with a plan. 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.
Ongoing – see 2 above. Ethel, Peter, Dan, Gael, Greg
8. Create an Organizational Chart.
Presented PowerPoint of Org Chart and Review Plan, which everyone approved of. Dick, Lenore, Dave
9. Provide help and support for the development of a
Camano Co-op – Sept evening meeting is scheduled
and Danae will send an email soon. Danae, Dave, Lenore

Clise extension project – Dave asked for the board's approval for the Agreement. All board members approved, and Dave and Dick will sign the Agreement. Richard Clise signed previously and paid the remaining balance of the Developer fees, for the attorney and engineer.

June newsletter review – Everyone gave rave reviews of the newsletter and Lenore will pass along to Teresa.

New Business:

Policy 3120 Developer Fee and Water Availability clarification – Nothing new to report.

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

Adjourned: D. Weir moved to adjourn the meeting at 12:19 am. All board members approved.

Reported by: L. Heffernan, Office Manager

Next Board Meeting: August 15, 2017, Tuesday at 8:30 am