

**Camano Water Association  
Board Meeting Minutes  
August 15, 2017**

**Call to Order:** The meeting was called to order at 8:28 am.

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

**Guests:** CWA members, Ross M. and Rob H., attended the board meeting and introductions were made around the table. They are interested in knowing more about CWA.

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

**Communications:**

Account #001-1983-1 430 Marine View Drive has a lien and the house has been purchased by a company with plans to flip it. The water meter is still locked and when the account is paid in full the meter will be unlocked. The company is disputing the lien; however CWA bylaws will be followed.

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

Cavalero Hills Agreement update – a partial payment has been received; the board members agreed to send to the attorney since Crosswind Landings has sent correspondence about payment of the past due amount.

Hydro seed company – Dave reported he talked to the driver/company about the situation of the truck(s) filling at the fire dept fill station. Rob Hartley said he would work with Duane on a draft agreement per the discussion and for the next board meeting.

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

Source – The 60 hp pump seal has been replaced again and pump is back in service. Met with Chappel. The old cooling fan in the power house (well 6) motor has failed and has been replaced.

Storage – Nothing to report.

CCC progress – We are continuing to install DCVA's.

Disinfection Byproduct (DBP) update – Results from our quarterly monitoring of the DBP have shown some improvement on the removal of Total Trihalomethane (TTHM) – the Maximum Contamination Level (MCL) is 80 ppb (parts per billion). Cavalero sample site is at 76.6 ppb and the Cascade View sample site is at 72.7 ppb. We still have work to do to get under 60 ppb to satisfy the DOH.

Distribution – See DBP above.

Co-op meeting – did not attend this month.

General – Dan and Pete delivered 26 shut off notices.

Gallons produced in June 5,377,836 and 8,152,288 in July.

**Visual Reports:** Peter reported that Well 6 is responding well this year and there is not a significant difference while comparing the monthly reports. Just slightly a little lower this year than 2015 based on annual reporting. Wells 7 and 8 are overall the same. Sales reports show a drop in May, but June and July are way up and on target for Beach Dr.

**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  
*Not sure on design for Beach; submitted by end of yr.* Dave, Greg, Dan, Gael
3. Upgrade and refine our policy manual. Dick, Lenore  
*Everyone has a copy to review by Sept 11; send comments to Lenore.*
4. Recruit and encourage potential board members. Danae, Duane  
*Two members are here to learn more.*
5. Complete and update the interior of the office, consider additional /flex work stations. Duane, Staff  
*Duane presented office plans and all agreed.*
6. Develop and refine our asset replacement plan (approved by D. DeLorenzo and T. Greer) Peter, Dick  
*Pete hasn't had a chance to work on this yet.*
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  
*See 3. above – part of policy manual.*
9. Provide help and support for the development of a Camano Co-op – *Sept 19 5:30 – 8 pm meeting at Camano Community Center is scheduled.* Danae, Dave, Lenore

Clise extension project – Dan reported that Trico is scheduled to install the two meters on 8/25.

**New Business:**

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

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 10:40 am. All board members approved.

**Reported by:** L. Heffernan, Office Manager

Next Board Meeting: September 19, 2017, Tuesday at 8:30 am