

**Camano Water Association
Board Meeting Minutes
December 20, 2016**

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

Roll: Board members present: Dave Weir, Ethel Bronson, Bob LaLanne, Duane Atkins, Danae Willson, and Dick Pelland. Staff present: Lenore Heffernan, Dan Peterson, and Peter Turner. The meeting was held in Stanwood.

Guests: None.

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

Communications:

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

Rates for 2017 and motion to approve – the board members received the proposed rate increases for 2017 to review. After a brief discussion, Bob made a motion to accept the rates.

Motion 2016-12-20-1: to approve the rate increases, as noted, for 2017.
B. LaLanne approved, D. Pelland seconded; all approved.

CPA recommendations – Lenore has been talking with the CPA for clarification regarding the use of the CWA truck and commuting. Lenore and Dan will talk with the CPA for further information to resolve.

Final payment from DOH for the grant study has been received.

New copier was delivered, paperwork signed and is working great. We have a five-year lease.

Received the check from Mt. Baker Silo for the water drained from the new reservoir.

System Manager's Report: Please see the report for additional information. Some highlights follow: Source – the number 1 transfer pump has blown the cooling fan off again; another one has been installed. Chappel (electrician) is writing a proposal for fixing the 60 hp transfer pump impeller and turning the location of the pump to stop the cavitation.

Co-op report – did not attend this month.

CCC progress – Dan and Dave met with Kelly (WWS) to discuss the installation of the devices and agreed they would be able to install them per Dan and Pete's schedule. The monthly contract covers the work. We are on target for the installations. 104 double check assemblies have been installed this year.

Disinfection Byproduct (DBP) update – Dan and Greg have a process for the flushing and testing, and Dan has WWS flushing on Wednesdays. The signs are set out on Mondays around the flushing area and taken down afterwards. On January 5, another set of quarterly samples will go in for testing DBP.

Final report for new tank – it is complete and has been filled and manually operated; Greg has a list of procedures to go through.

Mt. Baker Silo took measurements of the three older reservoirs at the Monticello site to replace the vents per the DOH Sanitary Survey. Since they are a different size, they will need to fabricate them.

We delivered 23 shut off notices. The new shop door has been installed.

Visual Reports: The visual reports will continue at the January meeting; however, Pete reported two million gallons less were sold than in 2014, but we are still financially on track.

Old Business:

Report for Clise project – a meeting was held at CWA with them, Greg, Dave, Dan, and Lenore to discuss the extension project referring to the maps that Greg provided. Greg is managing this for CWA – please see his notes for additional information. Clise agreed to a proposal of allowing CWA to make payments for the oversize cost of the pipe from 6” to 8”, estimated at \$30,000, over 3 – 5 years, with a separate agreement signed in the near future.

Beach Drive survey – Dan reported CWA does not have to do an archeology study, per Greg and Island County. The watermain replacement is scheduled for 2018.

2017 Budget approval – the board members received the proposed budget to review. After a brief discussion, Bob made a motion to accept the budget.

Motion 2016-12-20-2: I move that the 2017 budget be approved as presented.

D. Atkins approved and E. Bronson seconded the motion; all approved.

DOH meeting planning – Danae said the water systems meeting is scheduled for Wednesday, March 22 (for 3 hours, time?) at the Community Center on Arrowhead Road. Danae gave everyone a copy of a proposed letter for the other water systems.

Dinner plans for January – Duane will let everyone one know more information.

New Business:

Solar panels review – Dick has contacted a company and is waiting to hear from them.

Policy manual review Section 4 – Dick will have more information at the January meeting. Lenore has sent him some revisions, updates, etc.

Performance assessments – Dave, Bob and the staff prepared the assessments and will continue to work on the suggestions for the next year. The staff will have weekly meetings.

New policy recommendations – Bob suggested the staff start using P.O.’s and we’ll create an outline to define when they will be used. Dick would like to work with the staff on this.

Company goals for 2017 – Dave named several goals for CWA and will email the list to Lenore to send an email to everyone and to prioritize them. It will be ready for the January board meeting.

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

Adjourned: D. Weir moved to adjourn the meeting at 10:19 am. All board members approved.

Reported by: L. Heffernan, Office Manager

Next Board Meeting: January 17, Tuesday at 8:30 am