

**Camano Water Association
Board Meeting Minutes
February 21, 2017**

Call to Order: The meeting was called to order at 8:27 am.

Roll: Board members present: Dave Weir, Ethel Bronson, Duane Atkins, Danae Willson, Dick Pelland, and Gael Fisk. Staff present: Lenore Heffernan, Dan Peterson, and Peter Turner.

Guests: Greg Cane, Engineer, was asked to give an overview of the capital improvements (CIP), and disinfection byproducts (DBP). He had a power point giving information about how the CIP's have evolved and talked about future pipe replacement on Bonnie Lane and at the south end of the system. He talked about the need for certain pipe size, as well as the benefit to the system. He explained the DBP flushing and testing, and his report to DOH. He and Dan are working together to obtain the desired results for the DOH.

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

Communications:

We have received information regarding Hansell Mitzel and will comply with their attorney by March 17.

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

Letter from CPA regarding the truck use – The CPA sent a letter reviewing the IRS guidelines and we also have an email for the phone. CWA continues to be in compliance.

CD schedule – Lenore has been researching rates and banks for a CD. Peter created a schedule for CD's based on annual income and expenses. The staff has met with Dick, we have notified the board members the results and schedule. The board members have approved.

Dave asked about the remaining memberships that Teresa Garrison is holding; Lenore will contact her to find out.

System Manager's Report: Please see the report for additional information. Some highlights follow:
Source – Nothing to report.

Storage – The register on the meter at the Crest View reservoir has failed and a new one has been ordered.

CCC progress – WWS have installed 8 double checks from the new 2017 list.

Disinfection Byproduct (DBP) update – See above – engineer's report.

Distribution – Had an emergency call on 1/22 at 10:30 pm, for the Elhardt reservoir – it was over filling; I adjusted the valve. I received another call at 11:30 pm and it was over filling again, so the valve was shut off and it is being operated in manual mode.

GC Systems performed the annual maintenance on all the pressure reducing valves (PRV) and repaired the Elhardt valve.

The overflow pipe from the Elhardt reservoir has been moved around to the front of the tank so it will drain into the storm drain and not onto the neighbor's property.

General – Chappel repaired and replaced the lights in the board room and shop. He also hard wired in the new shop door opener and added one power outlet.

Evergreen Security came out and looked at all the reservoirs to have switches installed so they will set off the alarm if they are opened. Cost is \$5,150 and \$39 each monthly monitoring for Crest View and Elhardt sites. The treatment plant and Monticello will be included with the current monitoring.

Co-op meeting – Peter and Dan attended the February meeting at the Emergency Operations Center (EOC) in Tacoma. Their demonstration was on a portable water distribution system that could be set up in an emergency.

Gallons produced in December 3,398,631 and January 3,785,855.

Visual Reports: Peter reported the WUER (Water Use Efficiency Report), and the Consumer Confidence Report (CCR) are completed, sent to the DOH, and posted to the website.

Peter reported Wells 6, 7 and 8 have a good recovery rate, even slightly higher for Wells 6 and 8, compared to last year.

Old Business:

Company goals for 2017 – Dave thanked Peter for creating the poster and Dave reviewed the 9 goals and asked everyone for their participation with the goals. The discussion will continue at the next meeting.

Rescind and replace motion re: 001-0930-1 – The motions were voted on via emails and Lenore has attached the emails to the motions.

DOH meeting planning – Danae said the water systems meeting is scheduled for Wednesday, March 22, from 2 – 5 pm, at the Community Center on Arrowhead Road. Jennifer K. will send out the info via the email list. Greg will make a presentation, as well as others.

Report for Clise project – Greg reported it was a good meeting with their engineer, and will be waiting to hear from them about moving forward, and we still need the agreement from their attorney.

Security cameras – The staff met with Evergreen Security for an estimate; Peter will consider other options for the front office camera. Duane provided information about a camera system he has used.

Policy manual review Section 4 – Lenore and ATHR had a phone meeting to review the policies and is waiting for a proposal. They have templates for policies which have state requirements.

Comp Plan review – E. Bronson has begun updating the plan, and had copies for review. Greg will need to update the engineering sections, which he and Dan will review and work on. The plan is reviewed every five years and doesn't need to be submitted to the DOH until January 2019.

New Business:

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

Adjourned: D. Weir moved to adjourn the meeting at 10:59 am. All board members approved.

Reported by: L. Heffernan, Office Manager

Next Board Meeting: March 21, 2017 Tuesday at 8:30 am