

**Camano Water Association
Board Meeting Minutes
January 17, 2017**

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

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

Guests: Member 001-0930-1 on Country Club Drive attended to discuss the water leak at the meter. The board members listened to his complaint and requests, and thanked him for bringing the matter to the board for resolution. Refer to the detailed information in the Motions binder. Member Gael Fisk expressed interest in becoming a board member.

Approval of Minutes: The December minutes were reviewed and approved as written (with an edit on 'DOH meeting planning' from D. Willson) with a motion by E. Bronson and seconded by D. Willson; all accepted.

Communications: None.

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

CPA meeting – Lenore, Dan, and Dave met with the CPA and have received clarification about the use of the truck. Lenore will request a letter from Terry Greer, CPA, providing information regarding use.

System Manager's Report: Please see the report for additional information. Some highlights follow:
Source – A new digital gauge was installed on the permanganate barrel to help keep track of how much is being used – this was requested by Virpi with DOH.
Chappel has removed the 60hp transfer pump for repair. He may upgrade the compeller.

CCC progress – WWS (Eddy and Johnny) have been installing 2 – 3 double checks per week and keeping up with the weekly flushing schedule.

Disinfection Byproduct (DBP) update – Another set of samples were taken on January 6 and it will take 2 – 3 weeks to get the results back. Continuing to flush on specific streets.

Final report for new tank – The controls are now running in auto mode. There are eight reservoirs now.

Distribution – Beach Drive survey has been completed and the project is now in the drawing stage.

Co-op meeting – Peter and Dan attended the January meeting at Spanaway Water Company. The topics of conversation were new changes to the WAC and water rights.

Gallons produced in November 3,498,656 and December 3,398,631

Visual Reports: Peter reported the WUER (Water Use Efficiency Report) is completed. The water loss is 9.8% and the three-year average is 6.30%. The report will be on the website after being submitted to the DOH. Due to conservation, sales were down from 2014, however, with the increase in the rates, CWA is meeting financial targets as planned.

Other reports showed wells 6, 7 and 8 have recovered and doing well.

Peter had prepared a spreadsheet indicating the years in which groups of pipes were installed on various streets in the system. This will assist with planning for pipe replacement and working with the engineer.

Also, D. Weir obtained a list from the Country Club showing the plat dates and divisions for the system, which helps to identify the age of the pipe.

Old Business:

Report for Clise project – Dave and Dan will be meeting with their engineer in January, at CWA, to review and discuss the next steps. Greg Cane will also be attending.

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. Jennifer K. will send out the info via the email list.

Solar panels review – Dick met with a company and, who gave an overview including cost estimates. Dick's conclusion, on a cost/benefit scale, was to not proceed with solar panels. The board thanked him for his efforts and time.

Security cameras: The staff will research and have some info for the next meeting.

Policy manual review Section 4 – Dick and Lenore met to review the policies; Lenore will send updates to Teresa and she will send back a red-lined copy for us to review; then the board and staff will receive a copy to review. Some policies will need to go to ATHR for the most current info. Lenore will request a proposal.

Performance assessments – Dave has finished the assessments. A suggestion has been made for at least two board members work together on this next year, all board members agreed.

New policy recommendations – The staff will acquire a P.O. book and the process will be in place soon.

Company goals for 2017 – Peter has the info for the goals and will continue to work on a banner for the board room.

Dinner – Planned for Thursday the 19th at Jimmy's in Stanwood.

New Business:

Motion to add a new board member – The board members appointed G. Fisk to the CWA Board.

D. Willson made a motion to appoint Gael Fisk to the CWA Board:

Motion 2017-1-17-1: To appoint Gael Fisk to the CWA Board.

E. Bronson approved, D. Pelland seconded: all approved.

The board members accepted B. LaLanne's letter of resignation. E. Bronson made a motion to accept:

Motion 2017-1-17-2: To accept Bob LaLanne's letter of resignation.

D. Pelland approved, D. Willson seconded; all approved.

Comp Plan review – E. Bronson has begun reviewing and updating the Comp Plan, anticipating the next required submission due date to DOH of January 2019. This allows time for the engineer's review and input, as well as final proof reading. The previous current Comp Plan was submitted on time in 2013. It is reviewed every five years.

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

Adjourned: D. Weir moved to adjourn the meeting at 11:30 am. All board members approved.

Reported by: L. Heffernan, Office Manager

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