

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

Call to Order: The meeting was called to order at 8:37 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.

Guests: Greg Cane, P.E. Cane Engineering.

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

Communications: Bonnie Lane RMA – the vote passed to pave the road over the eleven year plan. Insurance claim – member 002-1675-1 asked again if CWA would reimburse them. B. LaLanne had talked to them but they are still asking to be reimbursed. Lenore will send their request to the former insurance company.

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

Improve board procedures (Motions, etc.) – Dave suggested we use a form for Motions to be filled out as we make motions to assist Lenore with the details of the motion and to have a written record of them at the time they are made. Lenore prepared a binder for this purpose and will maintain it.

PUD payments – Lenore asked if these could be paid by bill pay or on PUD's website because the due date is before the end of the month when checks are written. The board agreed to on line payments to solve the problem.

Insurance renewal – the liability insurance has been renewed for another year, and the new reservoir has been added.

Manager's Report: Please see the report for additional information. Some highlights follow:
CCC progress – 84 have been installed as of this date; 76 have been paid by members and 6 have been paid by CWA. Pete prepared a comparison report showing the costs for each of the two companies installing them. The most cost effective way is for CWA to hire another employee to install them.

Motion 2016-10-18-1: To hire another employee to work in distribution and Treatment Plant, Effective at the earliest possible date – November 1, 2016, based on the information provided by Dan Peterson and Pete Turner. Approved by B. LaLanne and seconded by E. Bronson; all in favor.

Co-op report – Dan did not attend this month.

Reservoir progress – Dan reported Mt. Baker Silo finished the concrete part of the reservoir project; now they need to finish adding hardware, the hatch cover, railings, vents, and clean up the inside of the tank. Trico has finished installing the 8" butterfly control valve inside the vault; all they have left to do is the grading, gravel, topsoil, and hydro seed. All of the shrubs have been planted along the fence line on Monticello Drive and Lawson Road. Austen's Lend-a-Hand has ground down all the existing brush inside the fence on the west side of the office. The reservoir project is scheduled to be complete October 28.

Source – The treatment plant is now running in winter mode at 100,000 gallons a day, not 200,000. The wells are alternating their run times and producing 300 gpm down from 450 gpm. The transfer pumps have also been reduced to pumps #1#2 at 300 gpm combined. The pressure transducer that controls the

water level in the tank was replaced in the south reservoir at the treatment plant. The install was completed by Pete and Dan and saved money.

Storage – See the report above on the reservoir.

Distribution – see above for CCC.

General – 60 HP transfer pump needs to be repaired and relocated; Chappel is giving a proposal to Dan.

Garage door – Dan said the shop roll up garage door should be replaced since it is very difficult to roll up.

Motion 2016-10-18-2: Move to authorize Dan to spend up to \$8,000 for new shop door and hardware. D. Atkins and seconded by R. LaLanne; all in favor.

Visual Reports: Pete reported Well 6 recovered 3 million gallons from last year at the end of September. Well 7 and 8 both have good recovery.

Old Business:

Opportunities for CI water systems – Dave was invited to attend a meeting at PUD with the Department of Health (DOH) to discuss some solutions for the many systems on Camano and Whidbey islands. They looked at long range goals and the PUD has grant money to use for a study. They also talked about emergency events and how water systems would be impacted.

Booster pump and area/Developer Plan – Greg Cane talked about the plan CWA has, and the additional review by CWA's attorney. He said we now have a very good plan in place for anyone developing land in the service area. He gave an overview of the booster pumps in the storage well at the Monticello site and noted they will require a few maintenance items. He and Dan will work on this as soon as possible.

Motion 2016-10-18-3: Dave sent an email request to the board members to vote on the motion to adopt the Developer Extension document. Lenore received and printed all of the board member votes. All in favor.

2017 Budget – Bob noted the budget progress is continuing and requested a meeting with the staff very soon. Several expense accounts need to be reviewed. We will have a proposed budget ready before the annual meeting.

Email list for CI water systems – Danae said she talked with Jennifer (DOH) and emailed about the email list to reach other systems and to hold a meeting in February at the community center. The board members have several questions as to who and how to manage this process. It may need to be a shared endeavor. More to come.

New reservoir dedication – It has been decided to send a thanks to the crew and we will have a dedication at the annual meeting for members. Pete has a great time lapse video, of the reservoir being built, to watch.

New Business:

Newsletter evaluation – The content was great, but Pete thought the pictures were too dark. Lenore will note this for the next one with the printer.

Annual meeting agenda – Lenore had an agenda for everyone to review – just a few changes and it is ready.

Sign checks – B. LaLanne and D. Weir will sign checks.

Adjournment: Dave Weir moved to adjourn the meeting at 12:30 am.

Reported by: Lenore Heffernan

Next Board Meeting: November 15, 2016, Tuesday at 8:30 am