

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

**Call to Order:** The meeting was called to order at 8:35 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:** None.

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

**Communications:** Jennifer Kropack, DOH, emailed CWA asking if we would create and manage the email list of water systems on Camano Island. Danae is willing to contact her to obtain more information. Bonnie Lane RMA vote was mailed in.

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

2017 Budget – Lenore asked staff to begin working on the 2017 budget. The group will set a date in early October to meet and review some key points for next year's budget.

Treasurer's report – Lenore asked Bob to write the treasurer's report for the annual meeting.

Developer's Plan – Dan, Greg, and Dave have discussed the Plan and the attorney will review and update per CWA's and engineer's suggestions. A motion was made by B. LaLanne.

Motion: To approve the Developer's Plan by October 18 to expand and refine the current Plan, and to allow the funds necessary for legal preparation.

**System Manager's Report:** Please see the report for additional information. Some highlights follow: CCC progress – Puget Sound Utility Services (PSUS) gave a bid on installing the new setters, double check valves, and meters at a cost of \$400 per unit. CWA has additional costs involved with each meter.

Board members suggested the staff do the research to hire a person to work in the field with CCC and other projects. The staff and Bob will look at the financials, Danae will write a job description with input from Dan and Pete, and Dick and Ethel will look at sources for applicants.

Co-op report – did not attend this month.

Reservoir progress – Dan reported Mt. Baker Silo has poured the 5<sup>th</sup> cement ring.

Estimate from Chappel Electric – The board members and Dan agreed there should be estimates and bids for all work that is going to be done at CWA.

Source – Two 50 gallon drums of permanganate have been ordered. The cooling fan on the #2 transfer pump has been replaced and two extra fans were purchased. The summer season is over and the aquifer is already rejuvenating. Water consumption is decreasing.

Storage – The fencing and power gates are complete and passed inspections. The pressure test on the 16" has failed due to bad fittings; Trico has ordered new fittings. All conduit for the wiring is complete.

Distribution – Two new service connections were installed by Trico on E. Camano Drive. A member, account 003-0713-1, wants CWA to clean the blackberry vines in the utility easement. The homeowner is to keep the meter clear at all times.

General – Peter Turner has been providing additional backup while Dan recovers from his broken ankle; Water & Waste Water Services (WWS) have been on call after hours.

**Visual Reports:** Peter reported Wells 6, 7 and 8 are recovering okay and we are on target for financials. CWA has water rights to withdraw 775 gallons a minute per the DOH; it is at 440 gallons a minute due to undersized pipe. Last year we pumped 58 million gallons.

**Old Business:**

Final report regarding DOH Grant – Dave reported there was good representation from Island County, DOH, Whidbey Island water system organizations, Rep. Dave Hayes, CWA staff and several board members, and others from the community. Many contributed interesting background information about the history of the water systems and the concerns and needs currently and the future. Emergency interties were talked about; also the reluctance of many water systems joining together to assist each other. The final report for CWA's grant participation will be on our website very soon. CWA may host a picnic next year and invite surrounding water companies, and the fire department – to get to know each other and build relationships.

Plans for future board members – Danae reported we received an email from one member and she contacted him, but nothing to report at this time. The letter will not be sent with the bill until after the new year and she will revisit it then.

New reservoir dedication – We are planning it for the annual meeting.

**New Business:**

Comp Plan – The emergency management section will be reviewed at another time.

Spanaway conference – At the invitation of Jennifer Kropack, DOH, Dave attended a full day conference here and asked Peter to show us the PowerPoint presentation from the conference. It covered all of the requirements water systems are responsible for, from testing, maintenance and repairs, to financials, budgeting and rate setting.

New board member overview – D. Pelland will report at another time. Dick asked about saying the Pledge of Allegiance at the board meetings. There are several views on this and nothing was decided.

Newsletter topics – Danae reported Teresa will have a draft to us soon and the new reservoir, annual meeting, voting ballot, and cross connection installations will be the main topics.

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

**Adjourned:** D. Weir moved to adjourn the meeting at 12:15 pm. All board members approved.

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

Next Board Meeting: October 18, Tuesday at 8:30 am