

Camano Water Association Annual Meeting Minutes November 5, 2016

Call to Order: 9:30 a.m. by President David Weir

Introductions: Board members: President David Weir, Vice President Ethel Bronson, Secretary Richard Duane Atkins, Treasurer Robert LaLanne, Trustee Danae Willson, Trustee Richard Pelland.
Staff: Business Manager Lenore Heffernan, System Operator Dan Peterson, Office/IT Peter Turner.

Guests: Russell Martinson, CPA, Terry Greer's office

Approval of 2015 Minutes: The minutes of the November 2015 annual meeting were read by R. Duane Atkins; a motion was made to approve as written by E. Bronson, seconded by R. LaLanne, and by all members present.

Audit Report for 2015: The financial report for the past year was given by Russell Martinson, CPA. He noted the inner controls are solid and CWA is in good standing, and policies and information have been reported as requested by Terry Greer, CPA. He also noted long term projects are being planned for. He said a feasibility study is for a 30 year period.

Treasurer's Report: Copies of the report were distributed to the members. Robert LaLanne reviewed the highlights of 2015 – beginning in 2015 CWA began a Reserve Fund savings program and budgeted \$20,700 to be set aside; we established a Project Fund of \$314,395 to begin to address some of the capital project needs; CWA made it a policy to maintain a minimum of \$200,000 available for emergencies; we pressure washed all 7 reservoirs and replaced the chlorine generator at the treatment plant; completed the update of the Bylaws; contracted for a bluff study for verification of stability; implemented a ten-year capital project plan including rate structure for the future planning; adding a 200,000 gallon reservoir; installing DCVA at meters; all contracts require two signatures; the treasurer reviews credit card statements; and CWA completed a DOH grant-funded study for consolidation with neighboring water systems. Please see the report at the office for complete details.

Operation Manager's Report: Dan Peterson noted we completed the DOH sanitary survey which takes place every three years, and CWA passed so now it will be required every 5 years. Dan and Peter gave a slide show of the past year's repairs, showing before and after pictures; the improvements to the system; and the new 200,000 reservoir time-lapse video. We continue to install the double check valves on the meters as homes sell and for new construction. Homes with ponds, hot tubs, pools, etc . – already have them. It will take about ten years to complete the system.

Capital Improvements: Dave Weir dedicated the new, 200,000 gallon reservoir and talked about the benefits and that CWA was able to pay cash using the capital improvement fee from each bill. Financing it would have cost thousands for a 40 year loan, and now this money can be used for the next project. Beach Drive and Holloway Lane have the oldest pipe in the system and we are planning to replace the pipe in late 2018. The engineer will prepare the plans and surveys will be completed. The project will go out to bid.

System Facts: Peter Turner showed several graphs relating to comparisons in consumption for the past few years, and he downloads the information from the data loggers in each well at the treatment plant. He enters thousands of data to create the statistics in the graphs. The spreadsheet shows the proposed financial planning for income and projects and assists staff and board members decisions.

Company Goals: Danae Willson showed the Waterflow newsletter, mailed in June and October. It is our way of providing the latest information to members, and includes some great photos of the projects being done in the system. We are forthcoming, asking questions, participating and proactive. The rates are the same for all members, reviewed annually, and increases are based on the needs of the system.

President's Report: The Department of Health (DOH) asked CWA to participate in a feasibility study for water systems consolidation. The grant for \$30,000 was used for completing the application and final report, and for the engineer to prepare comprehensive reports for eight neighboring water systems. Contacts were made and meetings were held at CWA to present the reports from the engineer to the reps from the systems.

At the final meeting, Dave said there was good representation from Island County, DOH, Whidbey Island water system organizations, Rep. Dave Hayes, CWA board members and staff, and others from the community. Some contributed interesting background information about the history of the water systems and the concerns and needs – currently and in the future. Emergency inter-ties were discussed; also the reluctance of many water systems joining together to assist each other if needed.

You can read the report on our website www.camanowater.com .

Dave was invited to attend a meeting at PUD with the DOH to discuss some solutions for the many systems on Camano and Whidbey Islands. They looked at long range goals. They also discussed emergency events and how water systems would be impacted.

Business Practices: Lenore Heffernan talked about the guidelines CWA uses for making decisions. We use the bylaws and policies, and refer to what is "fair, equitable and defensible" for CWA and members. Projects are sent out to bid, and managed by our engineer, Greg Cane. We require agreements from all the companies we do business with – the engineer, contractors, and construction companies. They are renewed annually. Pete maintains a calendar for the maintenance contracts and various reports due to the DOH.

Safety Committee: Ethel Bronson has led the staff in applying safety measures and concerns within the system. Dan continues to maintain safety gear, and keeps other necessary items updated. When working in the system he follows up with contracted labor for safety compliance. The meetings are held bi-monthly.

New Business: No new business at this time.

Election Results: Danae Willson announced the results from the ballot count. There were no write-ins on the ballots, nor did any members express interest in running. Ethel Bronson and Richard Pelland were re-elected for the next three year term. There were a total of 98 ballots received.

David Weir	President	2018
Ethel Bronson	Vice President	2019
Richard Duane Atkins	Secretary	2017
Robert LaLanne	Treasurer	2019
Danae Willson	Trustee	2018
Richard Pelland	Trustee	2017

Destroy Ballots: CWA member, Jon, made a motion to destroy the ballots, it was seconded by Ethel Bronson, and the vote carried. All approved.

Questions/Discussion: There were several compliments on how well CWA is managing the financials and projects for the association. The board members and staff appreciated hearing this. One member asked about the pipe replacement and Dave responded that we must make sure the 'source' of water is taken care of, the 'storage' for the water, and then bringing the water to the members – 'pipe replacement' are the goals of CWA.

Adjourn: Dave Weir made a motion to adjourn at 11:25 am. The motion was seconded by everyone present.

Reported by: Lenore Heffernan, Business Manager

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