

**Camano Water Association
Board Meeting Minutes
September 19, 2017**

Call to Order: The meeting was called to order at 8:30 am.

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

Dave noted Ethel Bronson passed away unexpectedly on September 1. With remembrance of Ethel, we are thankful for her contributions to CWA in a multitude of ways and we will truly miss her.

Guests: CWA member, Rob Hartley, attended the board meeting again.

Ellen White, Cane Engineering – Emergency Preparedness: Ellen researched information related to emergency planning, and shared with us in an interesting presentation. Island County has a Department of Emergency Management (DEM), and other island county area organizations are WRAC, WIWSA, and Camano Water Preparedness Group. She talked about what others are doing, what can be accomplished at a reasonable cost, and provided additional resources. Please refer to the handout for additional info.

Greg Cane, Cane Engineering – 2018 CWA Water System Plan: Greg will be working with Dan, Pete, and Gael on the Comp Plan updates, due next year. He gave us a Preliminary Work Plan with CWA Responsibilities and Cane Engineering Responsibilities outlined.

Approval of Minutes: The August minutes were reviewed and approved as written with a motion by D. Atkins and seconded by G. Fisk; all accepted.

Communications:

Account #001-1983-1 430 Marine View Drive; Lenore is working out the details for the full payment so the meter can be unlocked and they can move forward with the work on the property.

Pete received a call from a member about the DBP; discussed the information on it.

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

Cavalero Hills Agreement update – the remainder of the balance has been paid.

Safety meeting board representative – we need a replacement for Ethel – Dave asked and Rob said he would be willing to participate in the meetings.

Sign UDS software agreement renewal – Lenore asked for two board member signatures on the agreement.

Hydro seed company – Duane reported he and Rob were drafting a report regarding the use of the meter at the fire station. Dave talked to one company, but there may be others who use the meter.

System Manager's Report: Please see the report for additional information. Some highlights follow:

Source – Dan gave a tour to R. Pelland and his family; the grandchildren took notes and wrote a nice newsletter for a school project.

Storage – Dan met with Don Watkins at Elhardt reservoir to look at removing some of the trees that are leaning over the neighbor's fence and house. Because the area is so tight, most of the trees will need to be removed.

CCC progress – Another set of 100 DCVA's, setters, and meter boxes have been ordered for our cross-connection program; 180 have been installed to date.

Disinfection Byproduct (DBP) update – we are continuing to monitor the results. Dave sent Greg, Dan and Pete an email chronicling the background of the DBP, the test results, upgrades to the system, etc. The next step is to have Greg continue the design of the tank circulation system. Please see the email.

Distribution – Trico came out and installed a new service connection from the office pressure bunker going east to the Clise property. They also did a service leak repair on our side of the meter at 1521 Hartman Pl.

Co-op meeting – Pete and Dan attended the meeting at Rainier Water Company; the topic was emergency management radio system.

Gallons produced in July 8,152,288 and 7,669,842 in August.

Visual Reports: Peter reported the peak season is over. Well 6 is starting the recovery period, and the same for all aquifers. Even though 2017 was the hottest year, it wasn't the hottest for CI. Well 7 is down slightly, as more water was drawn down. Well 8 – the aquifer is almost level. According to the Department of Ecology, the 6 aquifer is independent and 7 and 8 aquifers are together. Sales were higher and on target for the year. Peter also reported home sales for the following years: 2015 – 60 sales, 2016 – 89 sales, and 2017 – 66 sales to date.

Old Business:

Company goals for 2017 and assignments – Dave has asked each person to assume responsibility for accomplishing our goals for this year as follows, and to report on updates at the board meetings.

1. Monitor accrued finances, and planning for Beach Dr pipe, meter and DCVA. Dave, Peter, Dan, Greg
Pete reported in above Visual Reports.
2. Begin planning, priority, and projected timeline for future pipe replacement. Dave, Greg, Dan, Gael
Not sure on design for Beach; submitted by end of yr.
3. Upgrade and refine our policy manual. Dick, Lenore
Received from most everyone.
4. Recruit and encourage potential board members. Danae, Duane
Rob Hartley is interested. Please see motion below.
5. Complete and update the interior of the office, consider additional /flex work stations. Duane, Staff
All completed, under budget.
6. Develop and refine our asset replacement plan (approved by D. DeLorenzo and T. Greer) Peter, Dick
Pete hasn't had a chance to work on this yet.
7. Update and refine our Comp Plan for DOH. Peter, Dan, Gael, Greg
See above under Guests – Greg Cane report.
8. Create an Organizational Chart. Dick, Lenore, Dave
See 3. above – part of policy manual.
9. Provide help and support for the development of a Camano Co-op. Danae, Dave, Lenore
Meeting tonight at Camano Center 5:30 – 8 pm.

Motion 2017-9-19-1: I hereby move to appoint Rob Hartley to the Board, assuming Ethel Bronson's chair, following her death. D. Willson moved, G. Fisk seconded, all approved.

New Business:

Newsletter articles and timeline – Teresa is sending draft via emails. Staff/Board

Check signing – Duane and Dave will sign the monthly checks.

Vacations – see the calendar.

Adjourned: D. Weir moved to adjourn the meeting at 11:46 am. All board members approved.

Reported by: L. Heffernan, Office Manager

Next Board Meeting: October 17, 2017, Tuesday at 8:30 am

Annual meeting October 28, Saturday – new date
Open at 9 am and meeting at 9:30 am