

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

Call to Order: The meeting was called to order at 8:34 am.

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

Guests: None.

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

Communications: None.

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

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

Source – Five pallets of salt were delivered for the chlorine generator to be used during the winter months.

Storage – The water levels have been lowered in the Elhardt, Crest View and the north, south and middle reservoirs at the Monticello site to help turn the water over to reduce DBP.

CCC progress – Ordered 100 DCVA's, setters, boxes, etc. and will be delivered soon.

Disinfection Byproduct (DBP) update – we are continuing to monitor the results, testing and work with our engineer.

Distribution – Trico came out and installed two new services – Marine View Dr and Hartman Pl. Twenty-one shut off notices were delivered.

Co-op meeting – Did not attend.

Pete and Dan went to Anacortes to attend the 2017 Emergency Preparedness Work Shop. The Safety Committee will add this to their agenda.

Gallons produced: 7,669,842 in August and 5,008,945 in September.

Visual Reports: Peter reported the recovery is good for all wells, and well 6 is slightly ahead compared to last year; well 8 recovery is continuing to increase. The data loggers were installed in 2014. The wells have recovered every year to where they were, but do not recover to above the static level. See reports for graphs on each well's information.

Sales continue to increase each year due to consumption and rates. Finances are on-track for the year. Water loss is 5.80%; water production and water sales are 5.25%.

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.

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| 1. Monitor accrued finances, and planning for Beach Dr pipe, meters and DCVA's.
<i>Pete reported in above Visual Reports.</i> | Dave, Peter, Dan, Greg |
| 2. Begin planning, priority, and projected timeline for future pipe replacement.
<i>Greg continues to prepare.</i> | Dave, Greg, Dan, Gael |
| 3. Upgrade and refine our policy manual.
<i>Reviewed most policies at this meeting.</i> | Dick, Lenore |
| 4. Recruit and encourage potential board members.
<i>Will continue to encourage interested persons.</i> | Danae, Duane |
| 5. Complete and update the interior of the office, consider additional /flex work stations.
<i>All completed, under budget.</i> | Duane, Staff |
| 6. Develop and refine our asset replacement plan (approved by D. DeLorenzo and T. Greer)
<i>Pete hasn't had a chance to work on this yet.</i> | Peter, Dick |
| 7. Update and refine our Comp Plan for DOH.
<i>Meeting with DOH on 11/16/17.</i> | Peter, Dan, Gael, Greg |
| 8. Create an Organizational Chart.
<i>See 3. above – part of policy manual.</i> | Dick, Lenore, Dave |
| 9. Provide help and support for the development of a Camano Co-op.
<i>Next meeting will be in the spring.</i> | Danae, Dave, Lenore |

New Business:

Policies 4000 series – Lenore read the policies that required board members decisions and the review is partially completed; to be continued at the next meeting.

Comp Plan meeting – Dave notified everyone of the upcoming meeting with DOH, Greg, and Dan.

Newsletter evaluation and adjustments – The consensus was a great newsletter process and information.

Annual meeting agenda – Everyone received an agenda and we had a brief discussion to prepare for the meetings topics.

Check signing – Dick and Danae will sign the monthly checks.

Vacations – see the calendar.

Adjourned: D. Weir moved to adjourn the meeting at 11:05 am. All board members approved.

Reported by: L. Heffernan, Office Manager

Next Board Meeting: December 19, 2017, Tuesday at 8:30 am