

**Camano Water Association
Board Meeting Minutes
November 21, 2017**

Call to Order: The meeting was called to order at 8:32 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: CWA Members: Roman Fresnedo and Ross Michel.

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

Communications: CWA Member Ross Michel emailed aerial photos of the Country Club area he took last summer. Some of the backyard fence lines were visible for homeowners with water meters and pipe in their backyards.

Finance/Office Report: The October 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 – Well 5 had problems with the power; one side of the Hand Off Auto switch burned out and one of the three legs of the main power on the pole had become disconnected. Chappel and the PUD made the repairs.

Storage – The new 200,000-gallon reservoir has been taken off line to do a two-week test for the DBP and to help determine what's the best way to run the system during winter months.

CCC progress – 100 setters, DCVA's, and meter boxes have been delivered for the cross-connection program installation in 2018.

Disinfection Byproduct (DBP) update – see Storage above.
Distribution – See CCC progress above.

Co-op meeting – Peter and Dan went to Puyallup Water for the monthly meeting and there was a presentation on earthquakes.
Peter and Dan went to the City of Marysville and took a tour of two of their water treatment facilities.

Gallons produced: 5,008,945 in September and 3,457,095 in October.

Visual Reports: Peter reported the recovery is good for all wells, and well 6 is at the same place as last year, yet used 4 million gallons more. Well 7 is hovering around the static line, but is recovering more than when we started the data loggers three years ago. Well 8 is at the same place as last year – still under the static line level.

Regarding sales, less water was used but there was an increase in revenue.

Old Business:

- a. 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, meters and DCVA's. Dave, Peter, Dan, Greg
Pete reported the finances are on target.

2. Begin planning, priority, and projected timeline for future pipe replacement. Dave, Greg, Dan, Gael
Gael reported there was a meeting and they prioritized what areas need replacement and will create a spreadsheet with a point-value for leak areas, pressures, add the engineer value; the spreadsheet will sort each 'need'.
 3. Upgrade and refine our policy manual. Dick, Lenore
The policy manual review was completed.
 4. Recruit and encourage potential board members. Danae, Duane
On-going via newsletters, etc.
 5. Complete and update the interior of the office, consider additional /flex work stations. Duane, Staff
Finished.
 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
Received requirements from DOH; Greg will manage the process and plan for time at CWA.
 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
Next meeting is scheduled for spring.
- b. Comp Plan meeting update from Nov. 19 – Dan reported Jennifer and Denis (Virpi's replacement) met with Greg and Staff to review 2 pages of requirements. Greg will plan on spending time at CWA to be available to work on it with us.
 - c. Policies 4000 series – The board members finished the remaining policy decisions; Lenore will contact Teresa about finishing the manual possibly in January, depending on schedules.

New Business:

- a. Election of Officers – Dave led the discussion for the board members in the next term. G. Fisk moved to make a motion, D. Atkins seconded, all approved.

Motion 2017-11-21-1: I hereby move for the election of 2018 officers to position:

President: Dave Weir	Secretary: Danae Willson
Vice President: Robert Hartley	Trustee: Richard Duane Atkins
Treasurer: Richard Pelland	Trustee: Gael Fisk

- b. Annual meeting – evaluate and adjustments – The consensus: it was a great meeting and the video was especially interesting for everyone. Nine members attended from the CWA community.

- c. Easement project and draft letters – Dave gave an overview of the situation in which approximately 80% of CWA pipes run through back yard easements, and will be approaching replacement. There are issues of fences, structures, and the like having been constructed by home owners on top of the pipes. The group discussed some of the pros and cons of installing new pipes in the easements, on the one hand, or in the public right of ways on the street sides.

It was determined that more research and input (specifically from Greg Cane) is indicated. Dave appointed a committee to investigate further and report back at the next meeting. Rob was appointed head of the committee, along with Duane, and Danae and CWA member Ross Michel participating.

- d. Check signing – Dick and Duane will sign the monthly checks.
Vacations – See the calendar.

Adjourned: D. Weir moved to adjourn the meeting at 11:25 am. All board members approved.

Reported by: L. Heffernan, Business Manager

Next Board Meeting: January 16, 2018, Tuesday at 8:30 am