

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

**Call to Order:** The meeting was called to order at 8:35 am.

**Roll:** Board members present: Dave Weir, Dick Pelland, Duane Atkins, Danae Willson and Gael Fisk. Rob Hartley was not present. Staff present: Lenore Heffernan, Dan Peterson, and Peter Turner.

**Guests:**

**CWA Member:** Ross Michel

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

**Communications:** A Trustee from the Camano Co-Op water system contacted CWA about sharing any emergency planning information with them; Lenore has their contact information.

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

**System Manager's Report:** Please see the report for additional information. Some highlights follow:  
Source – Nothing to report.

Storage – The DOH has approved our plans for the Active Ventilation System and Recirculation Pumps for the DBP plan.

CCC progress – Continuing to work on the installations.

Disinfection Byproduct (DBP) update – see Storage above. Our last set of investigative samples for the DBP came back: Cascade View sample site is at 79.9 ppb, and Cavalero sample site is 82.6 ppb. The MCL is 80 ppb – showing some improvement.

Distribution – 23 shut off notices were delivered on December 4th.

On Monday 12/11/17 from 6 pm to 8 pm we had the first pre-construction meeting for the Beach Drive watermain replacement project. About 12 to 15 customers showed up for questions and answers. Greg had mailed informational packets to each member and he met with some homeowners to answer their questions about the project.

Trico came out and installed two more new water services.

WWS Contract – Dan will be working on the contract specifications he requires; then he will contact WWS for a meeting in January, with board member Dave Weir and himself.

Dan, Pete, Danae, Duane, and Greg attended a meeting with Buena Vista water system to learn from their experience(s) in replacing their water lines, completed in 2011. They shared the procedures they used to inform the community of 200 hookups over a four-year period, considering the pipes in the easements, and placing the meters at the street side. They also provided information about funding and legal matters.

Co-op meeting – Did not attend the annual holiday dinner meeting.

Gallons produced: 3,457,095 in October and 3,171,148 in November.

**Visual Reports:** Peter reported the aquifer recovery for Well 6 is somewhat flat for now; at static level. Well 7 recovery is good; above static level. Well 8 recovery is also good, but never reaches above static line. Even though all three wells are in the same area, they recover at different rates.

The financials continue to be on track within budgeted projections for the year. More water was used in 2017 than in 2016, even though 2016 was the hottest year.

**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 they will begin in January.*
  3. Upgrade and refine our policy manual. Dick, Lenore  
*Lenore emailed the most recent draft to Teresa.*
  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  
*On-going.*
  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. Dinner plans for January 17th – Arrangements are being made.
- c. Policies 4000 series – The policies will be updated per decisions taken by the board over the next few weeks by Teresa, and Lenore is overseeing the project as it comes to a close.
- d. Heritage Bank signature card – The bank asked to be notified of new changes early in 2018. Lenore will keep everyone informed.

**New Business:**

- a. 2018 Budget – Pending approval of rates for next year, the Water rate will remain the same, the Base Fee will increase to \$55, the CIP will increase to \$26 – per billing. Lenore will have the notice sent with the next billing January 2nd.

D. Atkins moved to make a motion, D. Pelland seconded, all approved.

**Motion 2017-12-19-1:** I hereby move to increase the 2018 rates to \$55 for Base Fee and \$26 for CIP. The water rate and other rates will remain at their current rates.

- b. 2018 Annual Meeting date – The Board Members agreed the date for the annual meeting will be November 3, 2018, the first Saturday in November.
- c. 2018 Goals – Dave asked everyone to evaluate the current goals, and goals 3 and 5 have been met. Several new goals were suggested for 2018: DBP, emergency planning, future extension, interties, and training for homeowner education. Peter will create a new goals poster after we have made the decisions. We'll also confirm who will be assigned to each goal.
- d. Check signing – Dick and Dave will sign the checks.  
Vacations – Please see the calendar.

**Adjourned:** D. Weir moved to adjourn the meeting at 11:13 am. All board members approved.  
An executive meeting followed the board meeting.

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

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