

**Camano Water Association
Board Meeting Minutes
January 16, 2018**

Call to Order: The meeting was called to order at 8:31 am.

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

Guests: Lois Bloom, AVP Heritage Bank – Lois explained the requirements for check signing. R. Pelland moved to make a motion, D. Atkins seconded, all approved.

Motion 2018-1-16-1: Only the Officers of the Board to be authorized to sign.

CWA Member: Ross Michel

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

Communications: Nothing to report.

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

New 2018 Paid Sick Leave Law – Lenore provided information about the new law going into effect January 1, 2018; there is a binder containing reference material relating to the new law and forms from L&I for specific needs for time off.

New 2018 Calendar – Peter created a calendar highlighting the dates of important interest i.e. system flushing in March, billing and payment dates, board and annual meeting dates, and others as well. We included it with the January bill and a few members have commented that it was a good idea.

System Manager's Report: Please see the report for additional information. Some highlights follow: Source – On 1/8/18 there was a low electrolyte alarm on the chlorine generator in the TP. The brine intake manifold was plugged with debris from the salt; the brine tank and manifold were cleaned, flushed and the generator was put back into service.

Storage – On 1/4/18 Greg Cane, P.E., and I met with Larry Brown Construction and Trico Construction to talk about the bid package for the pumps, blowers, and railings to be installed per our agreement with the DOH. Bid packages are due back from the contractors on 1/12/18 at 4 pm. Dave Weir strongly suggested to Dan to request a meeting with the DOH, to discuss compliance and past years history of test reports. Dan said we have a commitment to the agreement with the DOH.

R. Pelland moved to make a motion, G. Fisk seconded, all approved.

Motion 2018-1-16-2: To approve bid from Trico to install blowers, etc. for \$51,804.

CCC progress – Continuing to work on the installations; 200 have been installed to date.

Distribution – Disinfection Byproduct (DBP) update – see Storage above. Our first set of quarterly compliance DBP samples for 2018 were taken on 1/3/18, again showing some improvements: Cascade View sample site is at 73.9 ppb, and Cavalero sample site is 77.9 ppb. We still have a ways to go to get under the MCL of 60 ppb.

General – I met with Kelly Wynn and Ryan Wynn from Water and Wastewater Services (WWS) to talk about our contract and the on-call service. They agreed to make some changes to the contract, so all issues have been resolved.

Co-op meeting – Did not attend the meeting.

Gallons produced: 3,171,148 in November and 3,161,519 in December.

Visual Reports: Peter has been working on the Water Use Efficiency Report (WUER) for the DOH. 55,576,494 gallons were treated in 2017. The DOH uses an average of the past 3 years for leakage – which is at 4.8%. He will send the report to the DOH and then add to the website by March. He has also been working on the Consumer Confidence Report (CCR). The reports will be added to the website after he submits them to the DOH.

Well 6 is in good recovery and the same for Well 7. Well 8 is following a normal pattern – the water level is going back up.

The financials continue to be on track within budgeted projections for the year.

Peter created a graph for the DBP results from August 2004 through January 2018. January 2018 DBP test results showed that we had reduced the DBP's below the mcl of 80 ppb. The requirements state to have three consecutive quarters below the mcl before we can say the problem is solved.

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 she is working on the info.
 3. Upgrade and refine our policy manual. Dick, Lenore
Teresa is working on the changes.
 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
The skylight leaks, Duane contacting contractor.
 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
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. January 17 dinner – A reminder for our dinner tomorrow evening.
- c. Policies 4000 series – Teresa had just emailed a copy with most of the changes and Lenore will need to review it. Teresa had a few questions and we will discuss as soon as time allows. We hope to have a clean copy by the next board meeting.
- d. 2018 Budget approval – D. Atkins moved to make a motion, G. Fisk seconded, all approved.
Motion 2018-1-16-3: Accept 2018 Budget as presented by Dick to the board.
- e. 2018 Goals – Dave reviewed the 2017 Goals with everyone, determining which goals to keep, which goals have been completed, and adding new goals for 2018. Pete said he would email the tentative goal list to Danae and Rob for their input. Then Pete will have the list ready for the poster, allowing for adjustments and upon final approval at the next meeting.

New Business:

- a. Garrison water shares decision – Lenore provided the past five years water usage and payments information. The board members discussed a proposal for the remaining water shares; Lenore will write a letter to Teresa and Bruce with this offer.
R. Pelland moved to make a motion, G. Fisk seconded, all approved.
Motion 2018-1-16-4: Offer Garrison \$5,000 for their 55 memberships.
- b. Safety meetings – We need a board member to attend the monthly meetings with the staff; Duane and Dave volunteered, beginning in February.
- c. Who's signing checks/vacations – Dick and Duane or Dave will sign the checks.

Adjourned: D. Weir moved to adjourn the meeting at 11:02 am. All board members approved.

Reported by: L. Heffernan, Business Manager

Next Board Meeting: February 20, 2018, Tuesday at 8:30 am