

**Camano Water Association
Board Meeting Minutes
February 20, 2018**

Call to Order: The meeting was called to order at 8:37 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: Paul Elkins and Mary Stolmeier (002-1572-1) attended because surface water drained down to their property and into their lower level. Dan met with homeowners on February 12, and they agreed Paul should call Island County. I.C. came out and cleared out the culvert, which improved the water flow. Homeowners said there was water damage and had to remove the Pergo, carpet, and pad. Their insurance will not cover the damage. They had pictures of the property area and inside their home. The board members said they were sorry for their unfortunate situation. The board members agreed they should contact the surface water department engineer. The homeowners will contact I.C. again. If necessary, CWA will contact their insurance company to review the situation.

CWA Member: Lois Bloom attended the meeting and is interested in becoming a Trustee. The board members will hold an executive meeting after this meeting.

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

Communications: Garrison – Lenore mailed Teresa Garrison a letter, including an offer for her remaining water shares. Teresa accepted the offer and signed the agreement; two board members also signed; the document was notarized and will be kept in the safe. The remaining water shares will be added to CWA's Available Memberships on next month's Cash Reconciliation report.

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

System Manager's Report: Please see the report for additional information. Some highlights follow:
Source – Two drums of permanganate were delivered to the treatment plant. The number one chlorine pump belt was replaced and a leak on the feed line was repaired.

Storage – Mt. Baker Silo has started installing rails, stairs, and cat walk on the north, middle and south reservoirs at the Monticello site. Trico will be here on Monday, February 26 to start installing the pumps and blowers for the DBP. Bay Security has installed a hatch cover and door alarm at the Elhardt reservoir. All hatch covers have alarms now.

CCC progress – Continuing to work on the installations; 212 have been installed to date.

Distribution – Disinfection Byproduct (DBP) update – see Storage above. Steve Chappel has started on the electrical. PUD said we only need to pay \$1,300 fee to reconnect to the new box. Dave talked with Jennifer, who referred him to another DOH person. She said the DOH supports water systems as they work to solve problems, and CWA is implementing great efforts to do so.

General – R. Clise has paid for 2 more services (hookups) for the three parcels behind our office.

Co-op meeting – Did not attend the meeting.

Gallons produced: 3,161,519 in December and 3,601,191 in January.

Visual Reports: Peter reported Well 6 is actually a few inches above the static line compared to January 2017. Well 7 is above the static line, and the aquifer recovery is good – also a few inches above last January. Well 8 is below the static level. All wells have good recovery.

The sales and financials continue to be on track within budgeted projections for the year, even with the additional DBP related work – stairs, rails, and electrical.

Pete showed an Expenditure Report for 2018 that Dick asked him to create. If anything changes, Pete can update the spreadsheet and Dick can easily see how everything else would be affected.

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, prioritizing, and projecting 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
Contractor said he will wait for dry weather to try to try to repair the leak.

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
Gael discussed an AUTO-CAD program; will ask Greg about it. Would be helpful with pipe replacement, etc.

8. Create an Organizational Chart. Dick, Lenore, Dave
See 3. above – part of policy manual.

9. Provide help and support for the ongoing activities with the Camano Island Water Systems. Danae, Dave, Lenore
*Meeting is April 17, 2 pm to 5 pm.
Speaker: Doug Kelly, Hydrogeologist*

- b. Policies 4000 series – With edits nearing completion, Teresa will send a final copy to Lenore in March; the board members will make a motion and vote on the revised policies at the next meeting. Dave asked if everyone has read them. Lenore will email a copy to anyone requesting one, and suggested emailing her with any last-minute comments.

- c. 2018 Goals – Peter said that he will have a poster ready for the next meeting. Lenore will update the goals on the agenda.

New Business:

- a. Safety meetings – Duane led the meeting on February 5, and he reviewed a list of topics with Dave, Dan, Lenore, and Pete. Some topics discussed were about safety equipment, first aid and CPR training, smoke alarms maintenance, and exterior safety. Please refer to the Safety Meeting report for additional information.
- b. Signing checks/Vacations – Dick and Dave will sign the checks.

Adjourned: D. Weir moved to adjourn the meeting at 11:20 am. All board members approved.

Reported by: L. Heffernan, Business Manager

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