

**Camano Water Association  
Board Meeting Minutes  
April 17, 2018**

**Call to Order:** The meeting was called to order at 8:33 am.

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

Dave Weir asked if a board member would step in as the interim V.P. until the November ballot. Lois said she would. Dick Pelland moved to make a motion, Danae Willson seconded, all approved.

**Motion:** Propose Lois Bloom as interim V.P. to the board until election cycle.

**Guests:** No Guests.

**CWA Member:** Ross Michel.

**Approval of Minutes:** The April minutes were reviewed and approved as written with a motion by Gael Fisk and seconded by Lois Bloom; all accepted.

**Communications:** Nothing to report.

**Finance/Office Report:** The April finance reports and check register were in balance and approved as written, with a motion by Duane Atkins and seconded by Lois Bloom; all accepted.

Lots 32 & 33 Cavalero Road – Lenore emailed Joan Bell regarding the status of the lots – a BLA was done in 2005 combining both lots; it does not appear CWA was notified. The bill will continue for 2-2333-2.

Bonnie Lane RMA Annual meeting – Lenore attended, and spoke about the new pipe installation planned for 2022. Since they are paving the road in three separate sections and years, we will keep them informed of our schedule as well. The RMA also requires a permit through them.

Open new MM – Dick, Lenore, and Pete agreed it's time to open or add to another money market. Lois suggested several options for the board to consider, and Lenore will follow up, and report at the next meeting. Dave stated Lenore and Dick should meet with Heritage bank, based on Lois's recommendations about other options, while we save for the CIP. All board members agreed.

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

Storage – We are testing the new pumps, blowers, and spray nozzles by running them 3 hours a day, then on Monday 4/16/18 they will be turned on to run 24 hours a day for two weeks. Then we will pull our quarterly monitoring samples.

Kyle from Trico came out and fixed a leak on one of the new pumps.

CCC progress – Continuing to work on the installations; 234 have been installed to date.

Distribution – The plans for the Beach Drive watermain project have been turned in and approved by I.C. Road crossing permit for a new water service going in at 1208 Beach Drive has been approved by I.C.

25 shut off notices were delivered.

General – Peter and Dan attended the AWWA North West Section Water Pumps work shop at the Bright Water Education Center in Woodinville. They did not attend the Co-op meeting this month.  
Gallons produced: 2,920,186 in February and 3,569,977 in March.

**Data Analytics:** Peter reported the aquifer levels for all wells are slightly higher at this time. Dave asked about conservation for this summer, and Peter replied we won't be draining millions of gallons so we are okay. Sales are ahead of his predictions. Peter showed several spreadsheets he created to track the CCC program: installation and testing with tester's comments, meter install date, location, and future testing.

**Old Business:**

- a. Company goals for 2018 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. DBP compliance (MCL below 80 ppb)<br><i>See Dan's report.</i>  | Dan, Greg              |
| 2. Monitor accrued finances, and planning for Beach Dr pipe, meter and DCVA<br><i>Peter will have projections for next month.</i>             | Dick, Peter, Dan, Greg |
| 3. Begin the planning, priority, and projected timeline for future pipe replacement<br><i>Gael asked about auto-CAD; will talk with Greg.</i> | Dave, Greg, Dan, Gael  |
| 4. Upgrade and refine our Comp Plan for DOH<br><i>Group met a few months ago; nothing new to report.</i>                                      | Greg, Dan, Peter, Gael |
| 5. Recruit and encourage potential board members<br><i>On-going; will include letter to new members.</i>                                      | Danae                  |
| 6. CWA Future Expansion<br><i>See New Business, a. Camano Co-op</i>   | Board/Staff            |
| 7. Provide help and support for the development of a Camano Island Water Project (CIWP)<br><i>Provide help &amp; support to the CIWP.</i>     | Danae, Dave, Lenore    |

- b. Policies 4000 series – Dick Pelland moved to make a motion, Gael Fisk seconded, all approved.

**Motion:** Accept and approve 4000 policies as revised and amended.

- c. Spring newsletter topics from Teresa – We agreed the topics are a good selection and talked about adding a new section for emergency preparedness, with on-going reminders for supplies, assistance, resources, and other vital information in each newsletter.
- d. 2018 Goals – The group decided to remove item 5 (Develop and refine asset replacement plan) from the list, as it seems to fall under item 2.

**New Business:**

- a. Camano Co-op – Dave said those attending included Dick, Greg, staff, and three board members from the Co-op. It was a good opportunity to meet and discuss various aspects of the two water systems – future tie-ins, support, employees, and financials, to name a few. Greg gave a short presentation about the systems. Everyone concluded it was beneficial to meet and will do so again, although dates have not been decided yet.
- b. Checks signed by: Dick and Duane on Monday, April 30.
- c. Vacations: refer to the calendar

**Adjourned:** D. Weir moved to adjourn the meeting at 10:52 am. All board members approved.

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

Next Board Meeting: May 15, 2018, Tuesday at 8:30 am