

**Camano Water Association
Board Meeting Minutes
June 19, 2018**

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

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

Guests: Norm H., account 002-1225-2, asked about making payments for the meter at this year's fee and paid by year end, prior to installation, and the board agreed to his request. He also had questions about the payment for the DCVA (double check valve assembly). He noted the June newsletter article on page 2 indicated the project was partially funded by the CIP, which he has been paying for in the bi-monthly billing. A discussion continued for a while, with different points of view. To continue with the agenda for the meeting, a decision was made to revisit after the board meeting, gather further information, and have an answer for Norm at the July board meeting. Lenore and Peter will review similar accounts, forward the findings to the board members for a decision.

CWA Member(s): Michael James and Ross Michel attended.

Approval of Minutes: The June minutes were reviewed and approved as written with a motion by Gael Fisk and seconded by Dick Pelland; all accepted.

Communications: Noted above in Guests.

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

Lois provided new signature cards for board members for Heritage Bank re: Corporation 501C 12 status. There is one lien from September 2010; real estate taxes have been paid through 2017, but not the water bill since March 2010. The meter is locked; Dan checks locked meters periodically. Two new liens were added this month. I received one relinquishment for a second membership on a 5-acre parcel, and there was one new hookup/DCVA paid for the same parcel on Dry Lake Road.

System Manager's Report: Please see the report for additional information. Some highlights follow:

Source – Well 6 data logger failed and the cable for Well 8 failed; the cable from Well 6 was put on the data logger for Well 8 and re-installed in Well 6. A new data logger and cable was purchased for Well 8. On Sunday, June 3 at 10 pm, I received an alarm call for water on the floor in the treatment plant. One of the pvc valves had split on the chlorine manifold and pumped about 10 inches of chlorine into the retention area. It was cleaned up and handled appropriately.

Storage – On Tuesday, May 1, I pulled our quarterly DBP samples and received the results on Friday, May 25. We are well under the maximum contamination level (mcl) of 80 parts per billion (ppb). Cavalero sample site is at 34.8 ppb, and Cascade View site is at 19.7 ppb for the Total Trihalomethane (TTHM). The pumps and blowers are working great.

CCC progress – Continuing to work on the installations; 236 have been installed to date.

Distribution – Construction notice signs have been placed at each end of Beach Drive to give notice to the customers about the watermain project. Greg has 3 bids for Beach Drive for the July board meeting. 18 shut off notices were delivered on June 5.

General – On Friday, May 18, CWA purchased a 2018 Chevrolet Colorado white truck and the Ford Ranger was sold to the company that was involved in the accident. They agreed to buy the truck for \$4,000 as is. Dan and Peter did not attend the Co-op meeting this month.

Data Analytics: Peter said there was not any info for Well 6 at this time because of the data logger failing. Well 7 aquifer shows good recovery. Well 8 aquifer is a few inches higher currently than previous years. In 2018 sales show about \$2,000 ahead compared to January - May 2014; about 14.5 million gallons have been sold in January – May 2017, and 16 million gallons have been sold in January – May 2018. We continue to be on track for Beach Drive based on projected figures, while maintaining the reserve.

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)
<i>See Dan's report; completed.</i> | Dan, Greg |
| 2. Monitor accrued finances, and planning for Beach Dr pipe, meter and DCVA
<i>Peter's report provided info.</i> | Dick, Peter, Dan, Greg |
| 3. Begin the planning, priority, and projected timeline for future pipe replacement
<i>Peter purchased AutoCAD lite for new computer.</i> | Dave, Greg, Dan, Gael |
| 4. Upgrade and refine our Comp Plan for DOH
<i>Greg is working on it.</i> | Greg, Dan, Peter, Gael |
| 5. Develop and refine our asset replacement plan
<i>Nothing to report.</i> | Danae, Peter |
| 6. Recruit and encourage potential board members
<i>On-going, members are showing interest now.</i> | Danae |
| 7. CWA Future Expansion
<i>Nothing to report.</i> | Board/Staff |
| 8. Provide help and support for the development of a Camano Island Water Project (CIWP)
<i>Nothing to report.</i> | Danae, Dave, Lenore |

- b. June newsletter – The newsletters were mailed on Friday, June 15. Teresa asked for our review: comments have been positive – good current topics, photos, info, etc. We included a new section for emergency planning to heighten awareness to have more water, food, and supplies on hand for a longer period of time. Also informing members about what CWA is doing as a water utility.

New Business:

- a. Emergency Preparedness – We had a meeting on Tuesday, June 4, 6:30 pm. Attendees were Dave, Dan, Peter, Gael, Michael, and Lenore. A roundtable conversation took place discussing CWA's responsibility on CI and working with the fire department and community. We will be asking a representative from the fire department and an IC Commissioner to attend the next meeting. We hope to coordinate with them and learn more about managing resources.
- b. Checks signed by: Dick and Duane on Friday, June 29.
- c. Vacations: refer to the calendar

Adjourned: D. Weir moved to adjourn the meeting at 10:37 am. All board members approved.

Reported by: L. Heffernan, Business Manager

Next Board Meeting: July 17, 2018, Tuesday at 8:30 am