

**Camano Water Association
Board Meeting Minutes
August 21, 2018**

Call to Order: The meeting was called to order at 8:32 am.

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

Guests: No Guests.

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

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

Communications: No communications.

Finance/Office Report: The July 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.

One of the liens added in June was paid in full in July.

CD's maturity dates – Coastal bank and Crestmark bank CD's will mature on 9-3 and 9-15, respectively, and after discussion, all funds will be wired to Heritage bank. Lenore will prepare the authorization letters for signatures.

LOC – A motion is needed for the LOC; the board members decided on additional financial security for CWA while the Beach Drive project is in progress and as the accounts are replenished from billings. Gael Fisk moved to make a motion for the \$100,000 LOC. Dick Pelland seconded the motion; all accepted.

Motion 2018-8-21-1: To open a small business platform Line of Credit with Heritage Bank if the origination fee is equal to or below 0.5%

Operations Manager's Report: Please see the report for additional information.

Source – On Saturday 8/11 at 3 pm, there was an improper voltage alarm in the TP. The float valve that fills the salt brine tank for the chlorine generator failed and ran the tank out of water. The valve was replaced, and the generator was reset. The variable frequency drive (VFD) for the 60 hp pump has been replaced and working well.

Storage – Good news to report: on Thursday 7/19, we took our quarterly samples for the DBP with good results. At the Cascade site: TTHM were 33.3 and HAA5 at 36.9; at the Cavalero site: TTHM were 44.1 and HAA5 at 35.7.

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

Distribution – 23 shut off notices were delivered, and 3 meters were locked out. Trico has installed 2 more new services: one on Rainbow Lane and the other on Country Club Drive

General – The Pierce County Co-op held their annual picnic – no meeting this month. Dave urged board members to attend a meeting with Dan to have a better understanding about the Co-op. Michael James said he would go to the next one with Dan. Beach Drive waterline replacement will begin on 9/14. New graphics have been added to the new truck. The new, updated signs will be hung up at the sites.

Gallons produced – June 5,543,750 July 8,352,092

Data Analytics: Peter said Well 6 recovery is far better this year than last year; this year it is only 6" below the static line compared to 12" below last year. The Aquifer is doing well. Wells 7 & 8 are closely matched and about where we were this time last year. They also have good recovery.

Peter prepared a graph showing the TTHM's and HAA's (DBP) of before, during, and after test results. The sales remain on target and showing about 6K more than projected.

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.
 1. DBP compliance (MCL below 80 ppb) *Completed.* Dan, Greg
 2. Monitor accrued finances, and planning for Beach Dr pipe, meter and DCVA *Peter reported we are secure.* Dick, Peter, Dan, Greg
 3. Begin the planning, priority, and projected timeline for future pipe replacement *Gael is working on it; planning to meet with Dan.* Dave, Greg, Dan, Gael
 4. Upgrade and refine our Comp Plan for DOH *Greg & staff to work on it.* Greg, Dan, Peter, Gael
 5. Develop and refine our asset replacement plan *Peter will review asset & reserve amounts for 2019.* Danae, Peter
 6. Recruit and encourage potential board members *Four members are interested in the board.* Danae
 7. CWA Future Expansion *Nothing new to report.* Board/Staff
 8. Provide help and support for the development of a Camano Island Water Project (CIWP) *Sept 13, 5 pm meeting. Topic: Billing Models* Danae, Dave, Lenore

New Business:

- a. Emergency Preparedness – The third meeting was held on August 8 and Gael presented a brochure for the free, independent, on-line classes available from FEMA. She noted some classes that would be of benefit and others that we could consider. We all contributed to a round-table discussion about emergency planning – from the beginning when “it” happens to on-going procedures. The next meeting will be October 10, 6:30 pm.
- b. Board members election info – Dave talked about who will be on the upcoming ballot. At this time, Ross Michel decided to wait; Ron Cooper and Michael James are interested. Lois Bloom moved to make a motion. Gael Fisk seconded the motion, all accepted.
Motion 2018-8-21-2: To appoint Michael James and Ron Cooper to positions of Board Trustees for Camano Water Association Board through the Annual Member meeting 2018.
- c. Staff performance reviews in September – Lenore will send forms to Danae and Dick.
- d. Preparations for 2019 budget – Lenore said we should begin working on it; we need to have a proposed budget ready by mid-October, per the Bylaws.
- e. October newsletter – Teresa sent a story list and timeline; everyone seemed agreeable with it.
- f. Checks signed on Friday, August 31 – Dick and Dave will sign checks.
- g. Vacations – refer to the calendar.

Adjourned: D. Weir moved to adjourn the meeting at 11:19 am. All board members approved.

Reported by: L. Heffernan, Business Manager

Next Board Meeting: September 18, 2018, Tuesday at 8:30 am