

**Camano Water Association
Board Meeting Minutes
September 18, 2018**

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

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

Guests:

CWA Member(s):

Approval of Minutes: The August minutes were reviewed and approved as written with a motion by Lois Bloom and seconded by Ron Cooper; all accepted.

Communications:

Dick asked Peter to create a recognition certificate for Duane as a memento of his years of service to CWA. Peter printed photos from several projects in a collage, framed it, and Dick took it over to him. Duane was appreciative of our thoughtfulness.

Finance/Office Report:

The August finance reports and check register were in balance and approved as written, with a motion by Lois Bloom and seconded by Danae Willson; all accepted.

CD's maturity dates – Coastal bank and Crestmark bank CD's matured in September and Lenore and Dick have made the appropriate transfers to the checking account for Cetera Investment Services.

LOC – The board members discussed the personal liability concerns for board members if required to sign the LOC agreement. Lois said she would inquire at the bank about it and let us know. Some board members also suggested asking our attorney about the liability.

Insurance renewal – Lenore said we have received the renewal for vehicle, property, and Directors and Officers coverage. Dan DeLorenzo also sent a quote for increasing the umbrella; board members asked a few questions; Lenore will email him and follow up with board members. Decision to follow.

Operations Manager's Report:

Source – Five pallets of salt and two drums of permanganate have been delivered to the TP. The chlorine generator has been serviced and ready for the winter months.

Storage – We have lowered the water level in the 200,000-gallon reservoir to 100,000 for the winter months to help reduce the DBP.

CCC progress – Continuing to work on the installations; 258 have been installed to date.

Distribution – On August 31, the pre-construction meeting for Beach Drive watermain replacement project took place. On September 17, Larry Brown Construction will be moving their equipment into Beach 2 staging area and starting the project. Fifty-five DCVA have been installed this year. There are 97 DCVA's on Beach Drive.

General – New signs with CWA's new logo have been installed at the office, TP, Crest View and Elhardt sites. Someone removed and took the government Notice signs that were on the fence on the west side of the building. No trace of anything left on the ground.

Gallons produced – July 8,352,092 August 7,392,188

Data Analytics:

Well 6 is about 12" above the static level this year compared to last year, and due to the conservation program, we sold about 2 million gallons of water less this year than last year. Well 7 is about 5" above the static level this year compared to last year and is in the recovery period now from summertime. Well 8 is about 7" higher this year than last year but not past the static level.

Peter began with a detailed presentation and showed reports that provide more information on the aquifer recovery and aquifer water level statistics. Peter also shared the monthly readings for the dataloggers.

Sales remain on target while Beach Drive is in progress, but Peter recommends having the LOC in place as a safety net if there was a significant emergency.

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>Greg sent a letter to the DOH about compliance.</i> | Dan, Greg |
| 2. Monitor accrued finances, and planning for Beach Dr pipe, meter and DCVA
<i>Peter reported we are secure.</i> | Dick, Peter, Dan, Greg |
| 3. Begin the planning, priority, and projected timeline for future pipe replacement
<i>Gael is working on it; planning to meet with Dan.</i> | Dave, Greg, Dan, Gael |
| 4. Upgrade and refine our Comp Plan for DOH
<i>Greg sending 1st draft to DOH by Oct 31.</i> | Greg, Dan, Peter, Gael |
| 5. Develop and refine our asset replacement plan
<i>Peter added new truck and computer equipment.</i> | Danae, Peter |
| 6. Recruit and encourage potential board members
<i>We have a full board now.</i> | Danae |
| 7. CWA Future Expansion
<i>Nothing new to report.</i> | Board/Staff |
| 8. Provide help and support for the development of a Camano Island Water Project (CIWP)
<i>Sept 13, 5 pm meeting. Topic: Billing Models</i> | Danae, Dave, Lenore |

Danae prepared a spreadsheet, sharing copies with the group, showing several water systems billing rates, capital improvement, and policies, from larger water companies to smaller ones. This information provided insight into different models of managing potential system costs and funding resources.

New Business:

- a. Emergency Preparedness – The next meeting is Wednesday, October 10 at 6:30 pm.
- b. Presentation for potential new hire – Dan and Peter presented information to substantiate hiring a certified person to work with Dan. They covered the positive aspects and financial requirements and talked about the benefits and how it would be a certain advantage for CWA. The board members asked for a timeline and additional information, which Peter will email to them before the next meeting. They also talked about various ways to recruit a qualified person. They would like to hire someone by January 1, 2019.
- c. Checks will be signed on Friday, September 28 – Dick and Dave will sign checks.
- d. Vacations – refer to the calendar.

Adjourned: D. Weir moved to adjourn the meeting at 12:00 noon. All board members approved.

Reported by: L. Heffernan, Business Manager

Next Board Meeting: October 9, 2018, Tuesday at 8:30 am
One week earlier.