

**Camano Water Association  
Annual Meeting Minutes  
October 28, 2017**

**Call to Order:** 9:30 a.m. by President David Weir

**Introductions:** Board members: President David Weir, Vice President Robert Hartley, Treasurer Richard Pelland, Secretary Richard Duane Atkins, Trustee Danae Willson, Trustee Gael Fisk.

Staff: Business Manager Lenore Heffernan, System Operator Dan Peterson, Office/IT Peter Turner.

Dave let everyone know about Ethel Bronson passing away last month and how much she will be missed by all of us. She served as Vice President. Her many contributions to CWA were appreciated and we are very thankful for her support through her many years of service in our community.

**Guests:** Russell Martinson, CPA, Terry Greer's office  
Greg Cane, P.E. Cane Engineering

**Approval of 2016 Minutes:** The minutes of the November 2016 annual meeting were read by R. Duane Atkins; Grant Gard made a motion, and seconded by Robert Plotnick, and approved by all.

**Motion:** To approve the 2016 Minutes as written.

**Review Financial Report for 2016:** The financial report for the past year was given by Russell Martinson, CPA. He noted the inner controls are solid, CWA is in good standing, and policies and information have been reported as requested by Terry Greer, CPA. He also noted the association is managed well and following their recommendations. He said with the lack of debt it allows money to go to new projects, and commended the board for its careful planning. A review was completed for the 2016 tax year.

**Treasurer's Report:** Copies of the report were available for members. Richard Pelland reported on the past year's financial highlights: CWA continues to work within the budget established in January. The 200,000 gallon reservoir was self-funded at \$742,763, on budget and completed on time. Dick investigated solar power to offset the cost of electricity from PUD of approximately \$25,000 each year. After a thorough review, it was determined solar power could replace up to 78% of purchased power, however the cost of installation around 712K was prohibitive with limited recovery. The requirements to meet the DOH testing minimums for the DBP are causing CWA to implement steps, which include additional equipment in the system. Currently the cost is 57K and covered by normal revenue and some CIP funds. Additional work will be required to completely meet DOH requirements.

In June, a special pressure relief check valve assembly was installed at the TP, to prevent catastrophic failure of the main delivery supply line in the event of a sudden

power failure. The DOH approved it and the cost was \$46,492, an unplanned expense and paid from CIP funds.

CWA continues to meet the company policy of maintaining 200K available for emergencies.

In January 2016, a reserve fund for asset replacement (trucks and equipment) was established, and funded each month and utilized as needed.

No staff changes – a detailed review of all options showed continued use of contract labor is the most cost effective method of accomplishing our goals for the cross connection program.

CWA invests funds for upcoming projects in FDIC CD's yielding the highest return, maximizing our ability to be self-funding without the need for special assessments to the membership.

We remain on track to self-fund Beach/Holloway project for 2018 estimated at 850K.

### **Operation Manager's Report:**

Source – Dan Peterson reported a pressure check relief valve was installed to protect the water treatment plant from water hammer caused by a power outage.

Storage – The first two phases for the DBP plan has been completed by installing new vents on top of the main storage reservoirs and spray nozzles on the inside of reservoirs. Phase two will begin in 2018 by adding air blowers and recirculating pumps also inside main storage reservoirs.

Distribution – 193 DCVA's have been installed for the cross connection control (CCC) program.

General – In 2016, from January to February, we pumped 42,834,509 gallons of water, and in 2017 from January to February, we pumped 43,038,932 gallons of water.

Dan said we are a seasonal system with 1,078 hookups.

**Capital Improvements:** Dave Weir addressed the Beach Drive pipe and meter replacement, including backflow devices, beginning next fall. Our engineer, Greg Cane, has been coordinating the plans with Dan Peterson. The property owners will be notified in advance and receive packets from Cane Engineering. An open house will be planned to answer any questions members may have. The project will go out to bid.

**System Facts:** Peter Turner presented several graphs used in reporting information with reference to the aquifer recovery, production in distribution, and financial reporting for water sales used for capital project planning. He prepares the Water Use Efficiency Report (WUER) and the Consumer Confidence Report (CCR) for reporting to the DOH annually. The reports are available on the website and at the office.

Dan and Pete worked together on a short video, "From Aquifer to Tap: Your Water Works", from wells at the treatment plant to the Monticello site reservoirs. Dan explained the process the water goes through from the untreated water from the well to the finished product. He brought in samples of 'before and after' water treatment to see and smell. Everyone agreed the water is much better after treatment!

**Company Goals:** Danae Willson is representing the Camano Island Water Systems meetings she coordinated with the DOH, inviting water systems to participate and open up communications between all of us. The discussions have been about funding water

line replacement, emergency planning, and assorted topics. She will be planning for relevant guest speakers, and allow time for questions and comments. At least two meetings a year may be planned, as it will be a water systems group effort.

**President's Report:** Dave noted the 2017 Goals poster for board members and staff, representing the accomplishments over the past year, and to be updated each year. He talked about a tie-in to other water systems and the benefits during different situations. Also, a time will come to discuss the meters between backyards on many streets and the best way to proceed. The two options would be to bore through the utility easement in the backyards, or install the new pipe in the easement at the streets and install meters there. Greg Cane and CWA met with another water system with the same situation to learn about their funding, planning, community meetings, and the completion of the job.

**New Business:** No new business to report.

**Election Results:** Danae Willson announced the results from the ballot count. There were two write-ins on the ballots. Richard Pelland and Richard Duane Atkins were re-elected for the next three year term. There were a total of 69 ballots received.

David Weir	President	2018
Robert Hartley	Vice President	2019
Richard Pelland	Treasurer	2020
Richard Duane Atkins	Secretary	2020
Danae Willson	Trustee	2018
Gael Fisk	Trustee	2019

**Destroy Ballots:** Danae Willson reported there were 140 votes received: 69 votes for Richard Pelland and 69 votes for Richard Duane Atkins, and 2 write in votes. Geri Atkins made a motion. David Sears seconded the motion, all approved.

**Motion:** To accept the voting and then destroy the ballots per CWA's Bylaws.

**Questions/Discussion:** A member asked when will people stop paying for CIP? Dave replied there are several projects planned: Beach Drive beginning in fall of 2018 and Bonnie Lane is scheduled for 2022.

Another member said it is very important to notify members about flushing and trying to avoid brown water. Dan said there is a notice in the January bill, it's on the Annual Calendar, and he sets up 8 CWA Flushing signs in the system.

**Adjourn:** Dave Weir made a motion to adjourn at 11:25 am. The motion was seconded by everyone present.

**Reported by:** Lenore Heffernan, Business Manager

Next Board Meeting November 21, 2017 Tuesday 8:30 am