

**Camano Water Association
Board Meeting Minutes
October 9, 2018**

Call to Order: The meeting was called to order at 8:34 am.

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

Guests:

CWA Member(s):

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

Communications:

Dave noted former board member, Richard Duane Atkins, passed away recently. He served on the board for several 3-year terms until resigning in June. He served the CWA community with thoughtful contributions and we are all very thankful for his dedication to the board meetings.

Finance/Office Report:

The September finance reports and check register were in balance and approved as written, with a motion by Dick Pelland and seconded by Michael James; all accepted.

CD's maturity dates – Coastal Bank CD will mature on October 25, and the board members agreed to open a money market with the funds at Coastal Bank. Lenore will contact the bank, and let the board know when to sign forms. Crestmark Bank CD will mature on November 5, and Lenore will inquire about renewing the CD and rates and inform Dick.

LOC – The forms have been signed and the application is ready to send in to Heritage Bank.

Insurance renewal – The board members talked about adding an additional one-million-dollar umbrella; Lenore will email Dan DeLorenzo and will forward the information regarding the cost to the board. Board members will reply by email with their decision to add the umbrella.

Count ballots – Dick Pelland and Lenore will count the annual meeting ballots on Friday, November 2.

Heritage Bank – Lois Bloom said a new check signature form was needed and to stop in and sign.

Operations Manager's Report:

Source – Nothing to report.

Storage – Nothing to report.

CCC progress – Continuing to work on the installations; 267 have been installed to date.

Distribution – As of Wednesday, October 3, Larry Brown Construction has installed 500 feet of pipe on Beach Drive.

Aniela Sidorska, the Compliance Program Manager from the DOH, has reviewed our compliance records and determined that one more quarter end of this calendar year is needed of the DBP samples, and keeping locational running annual average below the maximum contaminant level. We would meet the criteria for terminating the Bilateral Compliance Agreement (BCA) then.

General – On October 4, Pete and Dan attended a Control Valve Service Training class in Seattle at the JTF (Joint Training Facility).

Pete and I will be showing some pictures of the Beach Drive project and some miscellaneous pictures.

Gallons produced – August 7,392,188 September 4,254,921

Data Analytics:

Well 6 is showing the aquifer recovery 1 inch higher over the static line; this is the first time since the dataloggers were installed and monitoring began. Well 7 aquifer recovery is 7 – 8 inches higher this year compared to last year. Well 8 aquifer recovery continues to improve but remains under the static line.

Sales continue to be on target, although the summer was very warm, water consumption was lower.

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) Dan, Greg
Dan indicated we are doing fine.
 - 2. Monitor accrued finances, and planning for Beach Dr pipe, meter and DCVA Dick, Peter, Dan, Greg
Peter reported we are in good shape.
 - 3. Begin the planning, priority, and projected timeline for future pipe replacement Dave, Greg, Dan, Gael
Dave noted Gael is underway with it.
 - 4. Upgrade and refine our Comp Plan for DOH Greg, Dan, Peter, Gael
Greg sent in to DOH before 10-31 – Phase One.
 - 5. Develop and refine our asset replacement plan Danae, Peter
Peter maintains and updates.
 - 6. Recruit and encourage potential board members Danae
We have a full board now.
 - 7. CWA Future Expansion Board/Staff
Nothing new to report.
 - 8. Provide help and support for the development of a Camano Island Water Project (CIWP) Danae, Dave, Lenore
Next meeting is planned for April.

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 their data for hiring a certified person for Operations, suggesting a January hire date, outlining the responsibilities, and how to offset the compensation. The board members posed several questions; Peter and Dan to reply by email with additional information. Ron Cooper moved to make a motion. Lois Bloom seconded the motion and all approved.
Motion 2018-10-9-1: To hire new employee.
- c. Checks will be signed on Wednesday, October 31 – Dick and Danae will sign checks.
- d. Vacations – refer to the calendar.

Adjourned: D. Weir moved to adjourn the meeting at 11:00 noon. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____ **President:** _____

Next Board Meetings: November 20, 2018, Tuesday at 8:30 am
December 18, 2018, Tuesday at 8:30 am