

**Camano Water Association
Board Meeting Minutes
January 15, 2019**

Call to Order: The meeting was called to order at 3:04 pm.

Roll: Board members present: Lois Bloom, Dave Weir, Dick Pelland, Danae Willson, Gael Fisk, Michael James, and Ron Cooper. Staff present: Lenore Heffernan, Dan Peterson and Peter Turner.

Guests:

CWA Member(s):

Consent Agenda Items:

Approval of December Minutes and December Finance Report: reviewed and approved as written with a motion by Danae Willson and seconded by Ron Cooper; all accepted.

New Business:

- a. 2019 Budget approval – Gael Fisk moved to make a motion and seconded by Dave Weir; all accepted.
Motion 2019-1-15-1: To accept the 2019 budget as presented.
- b. 2019 Goals – Please promptly email the goals to Peter; he will organize and email to everyone.
- c. March newsletter – It was decided to send a one-page newsletter with the March 1 bill. The topics will be about Beach Drive, March system flushing and fire hydrant pressure testing and flow testing, and emergency preparedness.
- d. Attorney letter – Michael James moved to make a motion and seconded by Gael Fisk; all approved.
Motion 2019-15-1-2: To accept attorney and new rates and subject to annual review.
- e. Dinner – Lenore will continue with plans and reserve a March date with venue.
- f. Checks signed on Thursday, January 31 – Dick Pelland and Dave Weir will sign checks.

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. Monitor accrued finances, and planning for Beach Dr pipe, meter and DCVA | Dick, Peter, Dan, Greg |
| 2. Begin the planning, priority, and projected timeline for future pipe replacement | Dave, Greg, Dan, Gael |
| 3. Upgrade and refine our Comp Plan for DOH | Greg, Dan, Peter, Gael |
| 4. Develop and refine our asset replacement plan | Danae, Peter |
| 5. Provide help and support for the development of a Camano Island Water Project (CIWP) | Danae, Dave, Lenore |

*Next meeting: Thursday, April 11, 1-5 pm.
Topic: continue focus on the system's issues.*

- b. Potential new hire – Peter and Dan said it's on hold for now. However, a truck to replace the 1992 service truck will be needed.
- c. Emergency Preparedness – The next meeting is Wednesday, March 13, 1 - 2 pm. Michael James gave a progress report from the January meeting. Some highlights included Ron Cooper giving Dan the contact info for the radios, whether everyone needs a key or not, upgrade the generator at Monticello and move the older generator to Elhardt site, rehab Well 4 at Monti with a generator and cleaning, and the treatment plant (TP) needs to have the chlorine and chemicals moved away from the main area. Dan will obtain costs for these for the next meeting. Well 4 should be set up as a metered fill station for those taking water instead of the one at the fire dept. The fire dept would be the exception and they would have a key for the lock. Valve locations – Dick Pelland volunteered to go with Dan, around all areas, taking notes for a manual prepared by Stover Writing Services, for emergency situations. Emergency contacts – Lenore met with Envirotek and they are willing to assist CWA with their equipment; added to list of others who can help in an emergency. Dan will check with our engineer if it's feasible to extend the upgrade from 2022 to one year later in order to upgrade the TP for proper chemical storage. Danae suggested documenting anything done during an emergency and kept in a binder.

Office Report and Communications:

- a. Lenore created a form for members to fill out when they have something to discuss with the board members.
- b. Michael James announced he will be moving to Spokane soon. A Trustee position will be vacant.
- c. Vacations notices – refer to calendar.
- d. Bank signature forms – Lois brought the forms to update signatures for signing checks.
- e. Dick Pelland proposed changing the start of this meeting to 1 pm instead of 3 pm. Since several board members are coming from work, it was decided to stay with the 3 pm time.

Operations Manager's Report:

Source – On Monday 1/7, TMG Services came out and acid washed the chlorine generator for our planned maintenance.

Storage – On Sunday 12/23, the Elhardt reservoir fill valve failed and over-filled the reservoir. We are manually filling the reservoir. GC Systems will be out on Wednesday 1/16 to rebuild the bad valve (PRV) and do the planned maintenance on the other 5 control valves. Maintenance is done every five years; 2014 was the last time.

CCC progress – Continuing to work on the installations; 279 have been installed to date.

Distribution – Larry Brown Construction came back to work on Monday 1/7 after the holiday break and has installed 8 more services and another 100 feet of pipe on Beach Drive.

General – Dan and Peter attended the Regional Water Cooperative of Pierce County meeting on Thursday 1/10. A couple of the topics were a private company has bought some water systems on Whidbey Island, adding up to over 1,000 connections. Also, Jackie Masters, the GM from Mt.View-Edgewood Water Company, has retired.

Gallons produced – November 3,618,992 December 3,507,802

Data Analytics:

Well 6 aquifer levels continue with good recovery and show a foot above compared to last year.
Well 7 aquifer shows the same level compared to last year.
Well 8 is slightly above last year's recovery.

Peter talked about the data he collects for the Water Use Efficiency Report (WUER) he sends to the DOH each year. There is a specific calculation used to determine the percentage of water loss for treated water, backwash, gross water used, sales, and actual water consumption. For 2018, the water loss is 6.49% but the DOH uses a 3-year average which puts it at 5.86%.

Peter indicated we are on target with the expenditure spreadsheet for the new year. Even though there was a decline in sales and therefore a reduction in water sold, we are maintaining the financials. Peter's prediction was only 1.58% lower than the actual sales for last year.

Adjourned: L. Bloom moved to adjourn the meeting at 5:36 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Dated: _____

The office is closed on Monday, February 18, President's Day

Next Board Meetings: February 19, 2019 Tuesday 3:00 pm
March 19, 2019 Tuesday 3:00 pm