

## DWA Board Meeting Minutes for January 22<sup>nd</sup>, 2018

-- No objections raised about November Meeting minutes. Accepted as is.

### -- Operators Report

-- Dave is working on improving drainage at the Springs. To complete project he will get some equipment for short term use from Frank Z.

-- Dave is learning and enabling some of the advanced features of our generators. They will now start automatically after a power outage (10 minute delay) and they will cycle themselves 1 per month to keep functional.

-- The new Variable Frequency Drive (VFD) will be installed for the pumps on 30 Jan. This project should come in under budget (<\$5000). Two key benefits should significantly prolong life/reduce maintenance of pumps: slow/controlled ramp up and ramp down when powered on and off, and ability to run at a reduced rate in sync with actual water flow (as opposed to over pumping, shutting off, starting up, etc...)

-- Big concern is the Pressure Release Valve (PRV) at Manzanita. This has been problematic for years with root cause now recognized as a sub-quality 6-inch valve. Dave will pursue replacement of this valve as a high priority project. He will work with Kelly and Paul to address costs.

-- Dave brought to the board's attention the challenges we face with the "Meter Box Upgrade" initiative. Key issue is that that all members should have pressure release tanks to handle pressure that their hot water tank may generate (and that can no longer release back to the water main). The suggestion to offer all members a free tank -- if they complete installation by 1 Aug 2018 -- was supported by all present. DWA will buy tanks in bulk to get lowest price and have inventory available at the DWA office for members or their plumbers to pick up.

-- Dave is working through the Cross-Connect surveys, and has at least 2 properties that present high risk. Our policy will be for members to receive 30 day grace-period to have Cross-Connect (Double Check valve?) installed. If not completed, they will receive 15 day advance notice of water turnoff. We will include Cross-Connect Survey (CCS) questions with the Notice of Annual Meeting and Ballot mailing each year.

### -- President's Report:

-- no recent progress to report on the office renovation, but this will be starting up again, soon

-- Hooper will notify John McGrory that due to numerous unexcused absences, we are removing him from the board with thanks for his interest and service when he was able to be active.

-- Steve, quite unfortunately, is removing himself from the board -- after a very long, generous and capable service -- due to health reasons. We all wish Steve the best as he fights for recovery.

-- We need to get new resources on Steve's many responsibilities including Chair of Planning and Capital Improvement (PCI) committee and leader on numerous projects including 97th/Windmill, Sandy Shores Filtration, and Manzanita/Hake connection. Darton is lead candidate for the committee chair position.

-- Committee Reports

-- PCI

-- 97th & Windmill. 2" and 8" lines on Windmill are on and a number of houses are served from the new line with their new meters. No specific timeline for resumption and completion of work along 97th.

-- Manzanita/Hake connection is awaiting easement survey measurements and descriptions so that Kelly can initiate the easement requests with the property owners. Some concern expressed that Jerry O may be incapacitated for the time being and not able to complete. Kelly to check

-- Sandy Shores Filtration is awaiting removal/relocating cement pad. Permit request and plans are completed, need to be reviewed prior to Kelly taking them to the county. We will request Darton to review the package, otherwise Paul, Dave and Kelly will do.

-- Finance

-- Todd reported that we are doing fine, financially. In particular, revenues are about where we budgeted (considering the rate change) but we are being vigilant about any drop off of billings or collections. Kelly and Dave are doing an excellent job keeping costs low, so Operations budget is ahead of plan. The Capital funds are significantly ahead of budget as costs for big projects are delayed.

-- Water Production

-- report from Springs water quality due tomorrow, we are optimistic that we'll be able to open the 5 wells

-- We are pursuing confirmation of continued use of these springs with the county

-- we are following legal guidance in terms of franchise renewal

Other Business

-- Kelly reported that the mobile meter reading device will be replaced with a newer model.

Hooper adjourned the meeting (with no dissention)