

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

NOTE NEW TIME BEGINNING With January Meeting at 3:00 pm.

Call to Order: The meeting was called to order at 8:29 am.

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

Guests:

CWA Member(s): Ross Michel.

Approval of Minutes: The November minutes were reviewed and approved as written with a motion by Gael Fisk and seconded by Danae Willson; all accepted.

Communications: We will implement a new form for a member to complete when there is a question or concern. It's possible that the concern or questions can be resolved outside of a board meeting with the staff and a board member. This will help us to stay on track and manage the best use of time with the board meeting business.

Finance/Office Report:

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

Stover Writing Services – 2019 Agreement has been approved and signed by two board members.

Operations Manager job description revision from "exempt (salary)" to "non-exempt (hourly)" – Danae Willson moved to make a motion and Gael Fisk seconded, all approved.

Motion 2018-12-18-1: To change the Operations Manager to an hourly rate.

WA State PFML – the board members agreed to pay the employee portion of .6333% tax on gross wages, beginning January 1, 2019. The tax is reported and paid quarterly.

SAM Government new registration requirements – the board said to continue registering annually should CWA ever need to borrow through the USDA. Lenore will complete the online process by the due date of December 30, 2018.

LOC signatures were completed, and the document taken to Heritage Bank.

Operations Manager's Report:

Source – The belt on the number 2 chlorine pump has been replaced in November. At midnight on Thursday, December 13, there was a chlorine generator alarm caused by a power outage due to high winds. Power was restored, and the generator alarm was reset.

Storage – The DOH has terminated our Bilateral Compliance Agreement – see attached letter.

CCC progress – Continuing to work on the installations; 276 have been installed to date. There is a backlog of 38 due to the volume of home sales.

Distribution – Larry Brown Construction has connected 38 homes to the new watermain on Beach Drive. There is a total of 97 homes. They have also installed one of the two pressure reducing valves (PRV) and vault on the south end of Country Club Drive and Beach Drive. Prospect Street has tied into the new watermain.

General – Dan and Peter said a fence installer contacted them about putting a gate and fence next to the east side of the front gravel parking lot, for the adjacent property owner. Since CWA has a five foot easement on the other side of our fence, their fence cannot be attached to our fence. Dan will contact him to explain and work out another option, if necessary.

Gallons produced – October 4,064,188 November 3,618,992

Data Analytics:

Well 6 aquifer levels continue with good recovery; Well 7 aquifer is the same compared to last year; and 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.

Peter indicated we are on target with the expenditure spreadsheet for the new year.

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. 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)
<i>Next meeting is planned for April.</i> | Danae, Dave, Lenore |

- b. Potential new hire – Peter showed the calculations for the new hire, adjusting various expenses to accommodate offsetting the wage and benefits. Dan talked about the responsibilities and qualifications of the person for the job. Further review and decisions are needed. Lois proposed we utilize ATHR for the current hiring process.

- c. Emergency Preparedness – The next meeting is Wednesday, January 9, 1 - 2 pm.

New Business:

- a. Consent agenda – Lois Bloom suggested using a consent agenda for the meetings for the best use of time. Dave Weir moved to make a motion, Danae Willson seconded, and all approved.

Motion 2018-12-18-2: Motion to change board meetings start times to 3:00 pm on the 3rd Tuesday of each month.

- b. 2019 Budget – Lenore reminded everyone that the budget will need to be approved in January.

- c. 2019 Fees – Gael Fisk moved to make a motion and Dick Pelland seconded, all in favor.
Motion 2018-12-18-3: Accept 2019 fees as presented by Lenore; see attached draft.
- d. March newsletter decisions – Teresa will be sending topics soon.
- e. Attorney – future considerations were not discussed; next meeting.
- f. Dinner in January – everyone agreed to Angel of the Winds; Lenore will contact them.
- g. Checks signed on Monday, December 31 by Dick Pelland and Dave Weir. Also, Ron Cooper and Michael James will be added as signers; everyone will need to stop by the bank to sign forms.
- h. Vacations – refer to the calendar.

Adjourned: L. Bloom moved to adjourn the meeting at 11:25 am. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Dated: _____

Executive meeting followed the board meeting.

Next Board Meetings: January 15, 2019, Tuesday 3:00 pm
February 19, 2019, Tuesday 3:00 pm