

**Camano Water Association  
Board Meeting Minutes  
February 19, 2019**

**Call to Order:** The meeting was called to order at 3:03 pm.

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

**Guests:**

**CWA Member(s):** John Hale

**Consent Agenda Items:**

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

**New Business:**

- a. 2019 Goals – Ron Cooper moved to make a motion and seconded by Dick Pelland; all approved.  
**Motion 2019-19-2-1:** To accept goals as listed by Peter without number priorities.
  
- b. Resignation – Dave Weir moved to accept Michael James resignation and seconded by Dick Pelland; all approved. Lois Bloom noted it is not necessary to update the check signature form at this time.  
**Motion 2019-19-2-2:** To accept Michael James letter of resignation.

**Old Business:**

- a. 2019 Company Goals Assigned to:
  - o Reprioritize capital projects for the next 10 years
  - o Begin the planning, priority, and project time line for future pipe replacement
  - o Develop and refine our asset replacement plan
  - o Update and refine our Comp Plan for DOH
  - o Continue emergency management
  - o Look to engage with other water companies
  - o Exercise valves and replace faulty units
  - o Educate and inform members on how the rates are determined
  
- b. Potential new hire – Peter made a proposal to the board members to interview a part time employee, to allow enough time to train, prior to Peter’s part time retirement come 2020. He maintains about 350 spreadsheets for the CCC, well data, financials, asset management, inventory, DOH reporting, to name a few, all providing vital information to CWA. Dave Weir moved to make a motion to interview and Ron Cooper seconded; all approved. Peter has created a job description, IT Office II.  
**Motion 2019-19-2-3:** To have the board interview Andrew Turner for our IT Office II position on Tuesday, February 26, 2019 at 4 pm.

- c. Emergency Preparedness – Reminder – the next meeting is Wednesday, March 13, 1 - 2 pm.

**Office Report and Communications:**

- a. Lois Bloom said she talked to the President of Arrowhead Beach Co-Op Water Association and they are interested in attending the CIWS meeting on April 11.
- b. Checks are signed on Thursday, February 28 – Dick and Ron.
- c. Vacation notices – it is helpful to let others know of absences.

**Operations Manager’s Report:**

**Source** – Monday 2/4 at 9:30 pm, there was a low water alarm call at the TP due to a short power outage that caused one leg of the 3-phase power to kick out and would not let the wells to come on. The variable frequency drives (VFD) were reset and the power to the wells was restored. TJ and Chappel were called; I was out of town on vacation.

Tuesday 2/5 at 10:30 pm I had a call from the fire department dispatch. They were responding to a watermain break at 1308 Beach Drive. I gave them the valve locations to shut the watermain down and LBC came out the next morning and did the repair. Service was restored Tuesday 2/6 11 am.

**Storage** – Nothing to report.

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

**Distribution** – Larry Brown Construction (LBC) sent a letter asking for a 4-week extension on their contract. The project was scheduled to be complete on February 15, 2019. In the contract there is a \$300 a day penalty after February 15, 2019 towards LBC if the project is not complete. Due to events that nobody could plan for and the fact they came out in bad weather (snow) and did the repair at 1308 Beach Drive, the CWA staff and Greg Cane, Engineer, are proposing that we give them a bit of a break by giving them a 3-week extension and start the penalty in the fourth week. The board members requested Greg Cane to write a letter to LBC. Dan will contact Greg to inform LBC the board members decision to accept the three weeks extension. A Change Order is the usual process.

**General** – Nothing to report.

**Gallons produced** – December 3,507,802    January 3,513,693

**Data Analytics:**

Well 6 aquifer recovery continues to be good and has exceeded the recovery level of 2015.

Well 7 aquifer has average recovery and is matching the recovery level of 2018.

Well 8 aquifer has shown a peak for the first time since 2014.

Peter said the number of gallons produced from the wells are used for the Water Use Efficiency Report (WUER), reported to the DOH before June 30, 2019 for the previous year’s information. The report is also added to our website.

Capital financials continue to be on track.

**Adjourned:** L. Bloom moved to adjourn the meeting at 4:45 pm. All board members approved.

**Reported by:** L. Heffernan, Business Manager

**Secretary:** \_\_\_\_\_

**Dated:** \_\_\_\_\_