

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

Call to Order: The meeting was called to order at 3:00 pm.

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

Guests:

CWA Member(s): John Hale, Dennis Moraski, Peter Rockwell

Consent Agenda Items:

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

Operations Manager's Report was previously read by everyone and there were no questions.

New Business:

- a. Engineer's CIP Presentation – Greg Cane showed the CIP's planning for twenty to thirty years, including treatment plant improvements, 16" Bonnie Lane transmission line, connecting Well 5 to the treatment plant, Elger Bay Road/Mountain View Road 12" water main, new tall tank for the Monticello site, and including various lengths of pipe replacements throughout the system, depending on age and location requirements. He has asked the board members and Dan to talk about the top needs over the next ten years for the WSP that he is currently working on. Board members said some of them will meet with Dan to determine the priorities. Greg also included the construction year, approximate cost, and an estimated, monthly CIP amount for members based on construction costs.
- b. CWA Parcel with new well – Greg, Dan and Peter said a member drilled a well on their 2.5-acre parcel within the CWA service area. Greg has contacted Island County, the DOH, and DOE. Island county said it's for a single-family home and DOE shows the well will serve four homes outside of CWA service area. Gael Fisk moved to make a motion and seconded by Ron Cooper; all approved.

Motion 2019-19-3-1: To request a letter from our representing attorney to put a cease and desist order on Camano Land Company LLC and Hezel Plumbing LLC, who had a well drilled as a Class B or SFR well within CWA boundaries. The letter will also notify DOE, DOH, and Island County to the issues within their approval process.

- c. Budget changes – Board members said not to change the budget amounts for wages and taxes for new part time hire as of March 1.
- d. Key Bank – Dick will close the account in April and deposit funds to Heritage Bank money market account. The bank is closing this branch.
- e. Water leak policy – A member (001-1585-1) has requested an adjustment in charges due to a specific water leak. The board members read the letter, and all agreed to stand by the leak policy for all members. Lenore will email the member about their decision.
- f. Board announcement – Lois asked Dave to change places; Dave is the President and Lois is the Vice-President.

Old Business:

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| a. 2019 Company Goals | Assigned to: |
| o Reprioritize capital projects for the next 10 years | Dan, Greg |
| o Begin the planning, priority, and project time line for future pipe replacement | Dan, Greg, Gael, Dave |
| o Develop and refine our asset replacement plan | Danae, Peter |
| o Update and refine our WSP for DOH | Dan, Greg |
| o Continue emergency management | Staff, Ron, Dick, Gael, Ross, |
| o Look to engage with other water companies | Danae, Staff, Board |
| o Exercise hydrants and valves and replace faulty units | Dan, WWS |
| o Educate and inform members about how the rates are determined | Lenore, Peter |
- b. Newsletter review/comments – Everyone thought it was an informative newsletter. Databar printed and sent with the bills and this worked out well with a savings in printing and postage.
- c. Emergency Preparedness – See the notes from the meeting. Reminder – the next meeting is Wednesday, May 8, 1 – 2 pm at CWA.
- d. CIWP – April 11, Thursday, 1 – 4:30, Camano Center – Danae shared that the program for this meeting will include Service Providers from the WA DOH, Dept. of Drinking Water, Island County, Operators, Engineers and Funders, as well as the core group of Camano Water Systems managers and board members. The program will be an interactive workshop, where all attending will participate in working through an array of situations that are typical in the running of water systems. This program is designed to support the water community in becoming more informed and better positioned to address current issues, as well as preparing to plan for the future.

Office Communications:

- a. Checks are signed on Friday, March 29 – Ron and Dave.
- b. Vacation notices – it is helpful to let others know of absences.

Data Analytics:

Well 6 aquifer is approximately six inches above the position it was at in February 2018.
Well 7 aquifer is approximately the same level it was at in February 2018.
Well 8 aquifer is approximately the same level it was at in February 2018.
Capital financials continue to be on track.

Adjourned: L. Bloom moved to adjourn the meeting at 5:30 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Dated: _____