

**Camano Water Association
Board Meeting Minutes
August 13, 2019**

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

Roll: Board members: Dave Weir, Dick Pelland, Danae Willson, Gael Fisk, and Ron Cooper
Members: Dennis Moraski, Peter Rockwell
Staff: Lenore Heffernan, Dan Peterson and Peter Turner; Andrew Turner not present

Guests: Dan Mitzel Development

Dan Mitzel proposal to the board members: three water shares in exchange to offset the pump station construction costs since the pump station would provide improved water pressure to a specific area of Bonnie Lane properties. Could easements from those homeowners be granted? Was the pump station requirement from CWA or Island County? Dan will ask Greg. The board members discussed the proposal and need time to consider it. Greg emailed Dan Mitzel a review of his proposal. The board members had discussed the proposal and considered several options. R. Cooper moved to make a motion and seconded by G. Fisk, all approved.

Motion 2019-8-13-1: To allocate one share to Mitzel with the assumption CWA costs are \$10,000 or less. If CWA costs exceed \$10,000 CWA will grant two shares. If CWA costs exceed \$20,000 CWA will grant three shares.

Approval of July Minutes: The July minutes were reviewed and approved as written with a motion by R. Cooper and seconded by D. Willson; all accepted.

Approval of July Finance Report: The July finance report and check register were in balance and approved as written, with a motion by D. Willson and seconded by D. Pelland; all accepted.

Operations Manager's Report – Refer to the report for additional information.

Treatment Plant Improvements – Two estimates have been received for fencing the perimeter of the water treatment plant – #1 NPR Fence \$39,552 and #2 Country Wide Fence \$36,996. A decision has not been made at this meeting.

An estimate for \$6,000 for upgrading the conduits at the treatment plant and an estimate for \$7,000 for the Elhardt site to remove 56 trees – see pictures taken at Elhardt and TP. This is an unplanned budget item but is needed this year. R. Cooper moved to make a motion and seconded by D. Pelland, all approved.

Motion 2019-8-13-2: Allow \$14,000 to be spent on Elhardt tree removal and conduit upgrades to treatment plant.

Source – There was a chlorine generator improper voltage alarm call on 7/28 (Sunday) 5:30 am.

Storage – Nothing to report.

Distribution – 100 new setters, double check valves, meters and boxes have been delivered. 126 CCC have been installed so far this year, making the year-to-date total 396.

There were two customer emergency call outs caused by AAA Backflow Testing not opening the valves after their testing was complete. I came out after hours and opened the valves and the service was restored to the homeowners.

General – Greg Cane, P.E., will be retiring in June 2020, and he has created an evaluation process to help choose a new engineer. We will start with a list of five engineering companies to go through the evaluation process – see attachment #3. Gael will send Dan some information that could be helpful.

New Business:

- a. October newsletter and bio's – topics for the newsletter: Dave would like to include the past five- or six-years projects, costs, and completion and to look ahead to the next ten years projections. Any new or renewing bio's should be sent to Lenore by 8/31 for the ballot.

- b. Water consumption info added to bills – D. Pelland signed the UDS Sales Order for \$500 to program the previous year’s water consumption to show on the bills. Also, they will add a line for Previous Balance on the bills.

Old Business:

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| <ul style="list-style-type: none"> a. 2019 Company Goals <ul style="list-style-type: none"> o Reprioritize capital projects for the next 10 years
<i>Greg, Dan and Peter review and discuss.</i> o Begin the planning, priority, and project time-line for future pipe replacement.
<i>Greg provided a spreadsheet for review.</i> o Develop and refine our asset replacement plan
<i>Peter is maintaining the information.</i> o Update and refine our WSP for DOH
<i>Greg is working on the WSP.</i> o Continue emergency management
<i>IC delivered handouts for emerg. planning.</i> o Look to engage with other water companies
<i>Fall water system meeting at the Community Center is Thursday, Oct 3, 5:00.</i> o Educate and inform members about how the rates are determined b. Emergency Preparedness – The next meeting is Wednesday, Sept 11, 1 – 2 pm at CWA. | <p>Assigned to:</p> <p>Dan, Greg</p> <p>Dan, Greg, Gael, Dave</p> <p>Danae, Peter</p> <p>Dan, Greg</p> <p>Staff, Ron, Dick, Gael, Ross, Stephanie</p> <p>Danae, Staff, Board</p> <p>Lenore, Peter, Andrew</p> |
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Office Report and Communications:

- a. Prepare for 2019 Annual Meeting & 2020 Proposed Budget – Lenore noted a brief timeline and reminders for System Manager and Treasurer reports.
- b. Staff reviews – assigned to Dick and Gael for September and October; Lenore to email forms.
- c. Checks are signed on Friday, August 30, by Dave and Danae.
- d. Vacation notices – refer to calendar.

Data Analytics Report:

Well 6 aquifer graph showed a slight reduction compared to 2018.
 Well 7 aquifer recovery has increased compared to last year; about 6” below reference line last year.
 Well 8 aquifer is reporting about the same at Well 7.
 Sales: are close between 2018 and 2019; 2015 was a very good year due to a long, dry time period.
 Financials: continue to be on track with projections.

Adjourned: Dave Weir moved to adjourn the meeting at 5:55 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Dated: _____