

**Camano Water Association
Board Meeting Minutes
September 17, 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:

members: Dennis Moraski, Peter Rockwell

Approval of August Minutes: The August minutes were reviewed and approved as written with a motion by G. Fisk and seconded by D. Pelland; all accepted.

R. Cooper moved to make a motion and seconded by D. Pelland; all approved.

Motion 2019-9-17: Rescind 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.

Dan will ask Greg Cane to send a letter, from CWA, to Dan Mitzel

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

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

Treatment Plant Improvements – Nothing to report.

Source – New conduit from TP going out to wells 6, 7 and 8 has been installed.

Bud Westcott from the DNR came out to look at the trees around the TP. Trees that can reach the TP or well house can be taken down, but recommends I contact Island County to inquire about other permits required.

There was a high/low water alarm at the TP on Sunday, August 25 at 7:58 am. The variable frequency drive kicked out on wells 7 and 8. Drives were re-set and wells were turned back on.

Storage – 57 trees have been taken down around the Elhardt reservoir (chipped trees and hauled away).

Distribution – A pre-construction meeting for the Sunrise View Estates development has been scheduled for Friday, September 20.

One of the new PRV on the south end of Beach Dr and Country Club Dr has stopped working. LBC has been contacted and will schedule a time to come out and repair valve.

The Service Area Expansion Plan has been submitted to the WA State DOH.

Blake Hezel, developer for Mountain View well and lots on E Camano Dr has been in contact with Greg Cane and would like to move forward with his project. We will meet with him after vacation 9/16.

General – Dan Peterson attended the Regional Water Cooperative of Pierce County meeting at Rainier View Water Company. The topics were reducing service areas, how long should water availability forms be good for and if there should be a fee.

Engineer search – Dan is receiving information from Greg Cane, Gael Fisk, and Dennis Moraski. Everyone discussed a timeline and a committee for interviewing.

New Business:

- a. October newsletter topics – Teresa sent Lenore the timeline and topics and everyone agreed to report on the past year's CIP and expenditures which Pete has prepared to send to Teresa. The newsletter will be ready on October 8 and mailed on October 14.

Old Business:

- | | |
|--|-------------------------------|
| a. 2019 Company Goals | Assigned to: |
| o Reprioritize capital projects for the next 10 years
<i>Greg, Dan and Peter review and discuss.</i> | Dan, Greg |
| o Begin the planning, priority, and project time-line for future pipe replacement.
<i>Greg provided a spreadsheet for review.</i> | Dan, Greg, Gael, Dave |
| o Develop and refine our asset replacement plan
<i>Peter is maintaining the information.</i> | Danae, Peter |
| o Update and refine our WSP for DOH
<i>Greg is working on the WSP.</i> | Dan, Greg |
| o Continue emergency management | Staff, Ron, Dick, Gael, Ross, |
| o Look to engage with other water companies
<i>Fall water system meeting at the Community Center is Thursday, Oct 3, 5:30 – 8 pm.</i> | Danae, Staff, Board |
| o Educate and inform members about how the rates are determined
<i>Info will be in the October newsletter.</i> | Lenore, Peter, Andrew |
- b. Emergency Preparedness – The next meeting is Wednesday, November 13, 1 – 2 pm at CWA. Refer to the meeting notes for September 11.

Office Report and Communications:

- a. Prepare for 2019 Annual Meeting & 2020 Proposed Budget – Treasurer and Staff will meet on Tuesday, October 8 to review proposed 2020 budget.
- b. Staff reviews – Dick and Gael decided on mid-October date.
- b. Checks are signed on Monday, September 30, by Dick and Ron.
- c. Vacation notices – refer to calendar.

Data Analytics Report:

Well 6 aquifer is approximately 2 inches lower than 2018.

Well 7 aquifer is approximately 1.5 – 2 inches lower than 2018.

Well 8 aquifer is at the same level as 2018.

Sales: Continue on track.

Financials: Looking at various methods of increasing fees for the future with respect to CIP timeline.

Meter system and meter reading software will need updated; eventually everything will be cellular.

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

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____