

**Camano Water Association  
Board Meeting Minutes  
October 15, 2019**

**Call to Order:** The meeting was called to order at 3:02 pm.

**Roll:** Board members: Dave Weir, Dick Pelland, Danae Willson, Gael Fisk and Ron Cooper  
Staff: Lenore Heffernan, Dan Peterson, Peter Turner and Andrew Turner

**Guests:**

**Members:** Dennis Moraski, Peter Rockwell

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

**Approval of September Finance Report:** The September 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.

Developers Extension Agreement – Dan talked about expansion to the south and north of CWA's service area which Greg Cane will be including in the Water System Plan (WSP) update for 12/31/19.

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

**Motion 2019-10-15-1:** Approval of Developer's Extension Agreement (DEA) proposal.

Treatment Plant Improvements – Dan asked the board to approve the TP upgrade. R. Cooper moved to make a motion and seconded by D. Willson; all approved.

**Motion 2019-10-15-2:** \$525,000 + - for improvements/remodel of the current treatment plant.

Source – Well 6 VFD cooling fan quit working causing it to overheat and shut down. Well 6 has been taken off-line until fan motor can be replaced.

Dan met with Island County Public Works Development Coordinator at the TP on 9/24/19 to look at the trees and talk about our project. He agreed with DNR that we can remove any trees within a tree and a half length of any structures. Also – clear up to 5,000 board feet of timber per year but timber must stay on the property.

Storage – Dan has adjusted the water level in the 200,000-gallon reservoir down to 50,000 gallons to help turn water over and reduce DBP in the winter months.

Distribution – Dan is asking board members to vote and approve the plans for Sunrise View Estates Development. See New Business and Motion 2019-10-15-3.

422 DCVA's have been installed to date.

22 Shut-off notices were delivered; 2 meters remain locked and may be vacant homes.

General – There has not been a response to Greg Cane's emails to Blake Hezel, developer of the Mountain View well. Greg will send B. Hezel and Island County a certified letter to set a meeting date.

WWS Agreement – Dan is asking for a one-year agreement (not five) for the annual fee \$47,521.

**New Business:**

- a. Vote and sign document re: Pumphouse at Sunrise View Estates. G. Fisk moved to make a motion and seconded by D. Willson; all approved.

**Motion 2019-10-15-3:** To approve/permission for Hansell-Mitzel to install a 4" line and stub in which CWA will cover the up cost between a 3" and 4" line for a cost of approximately \$11,048.27.

**Old Business:**

- a. 2019 Company Goals Assigned to:
  - o Reprioritize capital projects for the next 10 years Dan, Greg  
*This has been completed.*
  - o Begin the planning, priority, and project time-line for future pipe replacement. Dan, Greg, Gael, Dave  
*On-going work in progress.*
  - o Develop and refine our asset replacement plan Danae, Peter  
*Peter is maintaining the information.*
  - o Update and refine our WSP for DOH Dan, Greg  
*Greg is working on the WSP, due by 12/31/19.*
  - o Continue emergency management Staff, Ron, Dick, Gael, Ross,  
*March newsletter: emergency plan & flushing*
  - o Look to engage with other water companies Danae, Staff, Board  
*Danae talked about CI historical data, wells; and asked other water systems to step up and continue the initiative for the future meetings and several people were interested to do so. Danae will assist.*
  - o Educate and inform members about how the rates are determined Lenore, Peter, Andrew  
*Info was on first page of the October newsletter.*
- b. Emergency Preparedness – The next meeting is *Tuesday, November 12, 1 – 2 pm* at CWA.  
*Note new date.*

**Office Report and Communications:**

- a. Review newsletter – all comments were very positive: great info/photos/writing for CIP for past years on pages 2 & 3; also, good explanation of fees for the bill on page 1 – nice!  
And a BIG thank you to ALL for your help with preparing to mail about 1,210 newsletters!
- b. Proposed 2020 Budget, Treasurer and Manager’s reports available per Bylaws.
- c. Annual Meeting November 2 – Dave reviewed the agenda and assignments with everyone.
- d. Checks are signed on Thursday, October 31 by Dick and Ron.
- e. Vacation notices – refer to calendar.

**Data Analytics Report:**

Well 6 aquifer is approximately 2 inches below 2018. The datalogger showed the aquifer recharge took longer in 2018; however, everything is doing fine.

Well 7 aquifer is also lower by about 2 inches than 2018. The datalogger recovery time mirrored 2018 and doing fine.

Well 8 aquifer is closer in line with 2018, with similar recovery time.

Sales: Continue to be on track. It is time to review/update other miscellaneous Rates; staff will have suggestions for the board to review in November.

Financials: Peter has been working on comparisons between self-funding and borrowing money to complete several CIP sooner than later; he is suggesting \$5.3 million. Dave and Ron offered to ask their financial contacts about borrowing and interest rates. Lenore noted the S/C News reported Sterling Bank has loaned \$3.2 million at 2.59% fixed rate for 20 years to Stanwood for a new 1.5 million-gallon steel water reservoir, backup generator, and sewer improvements. Lenore will contact them; will also ask CPA about how borrowing affects CWA financials.

**Adjourned:** Dave Weir moved to adjourn the meeting at 5:35 pm. All board members approved.

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

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

**Date:** \_\_\_\_\_