

**Camano Water Association
Board Meeting Minutes
November 19, 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, Ron Cooper, Dennis Moraski, and John Hale.

Staff: Lenore Heffernan, Dan Peterson, Peter Turner and Andrew Turner

Guests: Michael Dame, CPA and Russell Martinson, CPA – provided information about accounting regulations, future engagement, understanding assurance, and explained the differences between a compilation, review and audit. The board members talked about future planning, bonds, and interest in an agreement to establish stability for CWA and CPA's. They are willing to assist and meet with the treasurer.

Members:

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

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

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

Water Treatment Plant extension – Tuesday, November 12 at 1:30, bid packages and a walk through were given to Larry Brown Construction, GS2 Construction, and Corey C. Johnson. Bids will be opened, and a contractor will be selected on Monday, November 25, 11 am.

Source – Nothing to report.

Storage – Nothing to report.

Distribution – Tuesday, November 5, there was another water main break at 1443 Sloan; a tap saddle broke in half. Zach from GS2 was called to do the repair and service was restored to four homes affected by the shutdown by the afternoon. Tuesday, October 29, the Sunrise View Estates pre-construction meeting was held here at the office. Island County made them move the pump house 25 feet back, requiring a retaining wall. The road paving is done and have a final set of drawings.

General – Peter, Andrew and Dan took two classes: one on water loss and control, and the other class was on asbestos removal rules and regulations. Peter and Dan attended the Regional Water Co-op of Pierce County meeting held at Puyallup Water. The topics were about private companies buying up water rights and the DOE talked about emergency preparedness.

Approvals – After many conversations with board members, Island County, DNR, and private contractors about tree removal at the TP, I am recommending that we go through the clearing and grading permitting process for Island County and harvest the timber that has value to help pay for the cost of cutting and clearing the trees. Simply, if we cut the trees that are a tree and a half-length away from all our buildings, there will be decks of logs and piles of debris.

The fencing estimate is \$42K at the TP and planned after the TP upgrade, when funds are available in 2020 or 2021.

New Business:

- a. Annual meeting review/comments – Everyone agreed it was a very good meeting this year and the presenter’s provided an abundance of good information. Eight members attended and CWA board members and staff.
- b. Rates for 2020 review/comments/approve – Board members and staff discussed the various increases. G. Fisk moved to make a motion and seconded by D. Willson. It was approved but two members abstained.

Motion 2019-11-19-1: Motion to accept the rate structure as presented in the November 8, 2019 email and as presented at the meeting. Which includes January 1 rate increases for fees and March: increase water, base and CIP.

- c. Badger Meter software upgrade – Peter gave an overview of the meter reading software upgrade and it is scheduled for the first quarter in 2020 and the cost is \$14,500 and annual maintenance is \$1,702. There will be training for the billing side and Lenore has already coordinated with UDS for their involvement with the upgrade changes. The fee was paid in January 2019.
- d. New board members and changes – Dave led the discussion for the board member’s next year. Additional check signers will be Gael Fisk, John Hale and Dennis Moraski; all board members will be on record with the bank to sign checks. Lenore will have a new bank signature form at the December board meeting.

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| President – Dave Weir | Trustee – Danae Willson |
| V.P. – Gael Fisk | Trustee – Dennis Moraski |
| Treasurer – Richard Pelland | Trustee – John Hale |
| Secretary – Ron Cooper | |

Old Business:

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| a. 2019 Company Goals | Assigned to: |
| o Reprioritize capital projects for the next 10 years <i>This has been completed.</i> | Dan, Greg |
| o Begin the planning, priority, and project time-line for future pipe replacement. <i>On-going work in progress.</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, due by 12/31/19.</i> | Dan, Greg |
| o Continue emergency management <i>March newsletter: emergency plan & flushing</i> | Staff, Ron, Dick, Gael, Ross, |
| o Look to engage with other water companies | Danae, Staff, Board |
| o Educate and inform members about how the rates are determined | Lenore, Peter, Andrew |

- b. Emergency Preparedness – The next meeting is January 8, 1 – 2 pm at CWA. Refer to the notes. The committee met to review old business. Ron met with ham radio operators and determined a regular radio would not have enough power to communicate between CWA and Marysville. A ham radio is costly for CWA; the best solution is to maintain a connection with ham radio operators during an event.

Office Report and Communications:

- a. LOC renewal 12-11-19 – The board members noted the LOC was in place while Beach Drive CIP was in progress; now completed. Lenore will contact the bank to close the LOC.
- b. Proposed 2020 Budget, update to medical insurance – Board members agreed to follow the policy for medical insurance. Lenore will update the 2020 budget with new premium amounts.
- c. Sam.gov has been updated, at this time every year, should CWA apply for a USDA loan; much easier to keep this active and updated than to start over with the application.
- d. Checks are signed on Wednesday, November 27 by Dick and Dave.
- e. Vacation notices – refer to calendar.

Data Analytics Report:

There will be a report in December.

Engineer replacement – Andrew has placed the ad and on-line with the Stanwood Camano News, Everett Herald, and Bellingham Herald. A few calls have come in and he has a timeline for each process. The RFQ closes December 3.

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

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____