

**Camano Water Association
Board Meeting Minutes
December 17, 2019**

Call to Order: The meeting was called to order at 2:59 pm.

Roll: Board members: Dave Weir, Gael Fisk, Dick Pelland, Ron Cooper, Danae Willson, Dennis Moraski, and John Hale.

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

Guests: Mr. & Mrs. Albers (001-0823-1) discussed the rates and thought the CIP should be increased and the water rates should be reduced, both based on actual costs. CIP would be much higher on the bills and we are trying to be fair to all members and it will take several years to save for the next project. A committee was formed with D. Moraski, P. Turner, A. Turner, L. Heffernan and D. Pelland with the Albers to study the rates and expenses for 2021. Lenore will organize a meeting for a later date.

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

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

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

Water Treatment Plant extension – On November 25, bid packages were opened. GS2 Construction was the lowest bidder at \$360,057; C. Johnson Construction bid at \$507,879; and Larry Brown Construction bid at \$517,281. See bid tabulation attachment.

1. Vote on approving the Phase II clearing and grading permit process. G. Fisk moved to make a motion and seconded by R. Cooper and approved by all.

Motion 2019-12-17-1: To approve permitting costs of \$1,400 for tree removal at the filtration plant. Also known at Phase II of the Water Treatment Plant Extension.

2. Vote on approving the CIP list for the water system plan. See CIP Exhibit A, Draft Resolution Attachments. R. Cooper moved to make a motion and seconded by G. Fisk and all approved.

Motion 2019-12-17-2: Accept CIP capital improvement project.

Source – Nothing to report.

Storage – Nothing to report.

Distribution – Four new water services have been installed. Sunrise View Estates has installed the four-inch HDPE watermain and working on pump house foundation. 481 DCVA's installed year-to-date.

General – Island County would like to see the board approved CIP list for the new water system plan and service area extension. See CIP Exhibit A, Draft Resolution Attachments.

New Business:

- a. Member asked about hydro seed truck filling at the fire department; he uses the amount of water needed for the job he is doing; he will be contacted about paying for the water he uses.

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 & Lenore attended mtg Dec. 10 at Camaloch; about 30 people attended from various systems to talk about the next phase of mtgs for the systems; new group will be the leaders as Danae passes the torch
 - o Educate and inform members about how the rates are determined Lenore, Peter, Andrew
Using the newsletters, bill memo and misc. opportunities to keep members informed

- b. Emergency Preparedness – The next meeting is January 8, 1 – 2 pm at CWA. Refer to the notes.

Office Report and Communications:

- a. LOC – Was closed on 12-14-2019. The bank waived the \$44 fee.
- b. Heritage Bank signature forms – All board members are set up to sign checks now.
- c. Cetera – The form to transfer funds from the MM to Cetera is now updated.
- d. Checks are signed on Tuesday, December 31 by Dick and Dave.
- e. Vacation notices – refer to calendar.
- f. January 21 dinner will be after the board meeting, more information will be emailed.

Data Analytics Report:

Well 6 reports show the well hasn't reached the recovery level yet.
 Well 7 reports show the aquifer is about 6" below compared to last year.
 Well 8 reports are similar to Well 6 and haven't reached the recovery point yet.

Consumption is lower compared to last year. However, the year-end bank balance is higher than anticipated due to more hookups in the system. One-half of the system will have DCVA's by 2021.

Engineer replacement – Andrew's update: received SOQ's and reviewing; interview day is Wednesday, January 15; and all candidates will be informed by Wednesday, January 22 of their application status.

Adjourned: Dave Weir moved to adjourn the meeting at 5:00 pm. All board members approved.
Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____