

**Camano Water Association
Board Meeting Minutes
January 21, 2020**

Call to Order: The meeting was called to order at 3:09 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:

Members:

Approval of December Minutes: The December minutes were reviewed and approved as written with a motion by R. Cooper and seconded by J. Hale; all accepted.

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

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

Water Treatment Plant extension – On Friday, January 10 at 1 pm the pre-construction meeting was held. Construction will begin on January 27 (see attachment for construction schedule).

Source – On Thursday, December 23 I discovered the transfer line from the TP up to the office was losing head pressure and the check valve above the 60 hp transfer pump has failed again causing the pressure loss. The pump and valve have been taken offline permanently and we will run the 3-bank side until the new pumps are installed.

Storage – Elhardt reservoir sump pump failed on Thursday, December 19 causing the water level in the vault to rise and short out the fill valve solenoid to the reservoir. The sump pump and solenoid were replaced, and the reservoir was topped off.

Distribution – Sunrise View Estates has passed the pressure test, chlorine residual and Bac-t testing on the ductile iron and HDPE water main. They are 20 weeks out on pumps. There were multiple brown water calls on Cascade View Drive, so we flushed 25,564 gallons that cleared up the water and calls.

General – Discussion of board/staff communications, calendar of events for reviews, budget process, and executive meetings.

New Business:

- a. New Form – Lenore created a new form for the quarterly checks – when needed.

Old Business:

- a. 2020 Company Goals Assigned to:
 - o Develop and refine our asset replacement plan Danae, Peter, Dick
 - o Continue emergency management Staff, Ron, Dick, Gael, Ross,
 - o Look to engage with other water companies at the CI Water Project forums in Spring and Fall Staff, Danae, John
Interties between systems could be a focus.

- o Fire hydrants and Valves Dan, WWS, Gael
Will create a list of working/non-working hydrants and valves, during March flushing.
 - o Educate and inform members about how the rates are determined Lenore, Peter, Andrew
- b. Emergency Preparedness – The next meeting is Wednesday, March 11, 1 – 2 pm at CWA. Refer to the meeting notes from the January meeting.
- c. Engineer’s SOQ – update from Gael about comparisons of three engineering firms after their presentations on Monday, January 20.
- G. Fisk moved to make a motion and seconded by D. Willson and approved by all.

Motion 2020-1-21-1: Pending the return of positive references of Wilson Engineering, a motion was put forth to approve Wilson Engineering for a professional services agreement.

Office Report and Communications:

- a. 2020 Budget approval will be in February. The board members will hold an Executive meeting.
- b. Jennifer Kropack recognized Danae with a certificate for the Community Leader Facilitator for the Water Systems meetings on Camano Island. We all appreciate her efforts to get this project off the ground and gain interest over the past three years.
- c. Lenore worked with UDS (billing software company) and Databar to include new info on the bills: Last payment received, Previous balance and Consumption for same time last year.
- d. Checks signed on Friday, January 31 by Dick and Ron.
- e. Vacation notices – refer to calendar.
- f. January 21 dinner – after the board meeting at Camano Country Club.

Data Analytics Report:

Well 6 reports the well is about 6” lower than last year, however the well is 170’ deep.
Well 7 reports are similar to Well 6, but nothing to be concerned about at this time.
Well 8 reports about 3” below the reference line on the data logger graph.

Water sales are slightly down after August through year end due to consumption down about three quarters million gallons less sold than anticipated. Finances are still within the planned range.

The Water Use Efficiency Report (WUER) has been completed and sent to the DOH and added to the CWA website.

Pete also gave an overview of several of the many reports he maintains – Asset and Inventory List, Double Check report for DOE, DBP monitoring for CWA, ERU’s (Equivalent Residential Unit) requires 12 forms each year now, and others – all to keep CWA in compliance with the DOH. He will provide more detailed information of each report for various state entities at future board meetings, to give us a better understanding of requirements.

Adjourned: Dave Weir moved to adjourn the meeting at 5:12 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____