

**Camano Water Association
Board Meeting Minutes
February 18, 2020**

Call to Order: The meeting was called to order at 3:00 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 January Minutes: The January minutes were reviewed and approved as written with a motion by R. Cooper and seconded by G. Fisk; all accepted.

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

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

Water Treatment Plant extension – GS2 has moved in and started construction. Trees have been removed, foundation and stem walls are finished. The 60 hp pump, valves and piping have been removed. Pete and Andrew have been taking pictures to document the progress for Greg.

Source – Nothing to report.

Storage – On Tuesday, February 5, tank #1 blower and tank #3 pump quit working; the breakers would not reset; called Steve Chappel. He tested the breakers and discovered both breakers had bad coils; he will replace the bad coils.

On Wednesday, February 6, at 6:30 pm high water alarm main storage reservoirs; at 6:35 pm low water alarm on the 200,000-gallon reservoir. I came out and found the butterfly valve actuator had failed in the open position. I manually closed the valve, isolated the 200,000-gallon reservoir, opened the valves to fill directly into the main storage reservoirs until Specialty Controls can repair the butterfly valve actuator (approximately \$1,600, no warranty at 4 years).

Distribution – Tuesday, February 5, GC Systems came out and serviced all 7 PRV's (pressure reducing valves) as part of our planned maintenance.

Sunrise View Estates has installed eight setters, the air vacuum vent and the sanitary sample station.

They need to line up an electrician.

442 double check valve assemblies have been installed year to date.

General – Four alarm calls and two customer calls.

Gallons produced: December 3,421,435 January 3,264,504

New Business:

- a. Resolution for Appeals Process – The attorney reviewed Greg's draft and sent a final version for the appeals process as required in the Water System Plan. Please refer to the Resolution for Recitals. R. Cooper moved to make a motion and seconded by G. Fisk and approved by all.

Motion 2020-2-18-1: Motion to accept the submitted appeal process.

Old Business:

- a. 2020 Company Goals
 - o Develop and refine our asset replacement plan Assigned to:
Danae, Peter, Dick
 - o Continue emergency preparedness Staff, Ron, Dick, Gael, Ross,
The March newsletter will remind members and provide websites for Island County and others.
 - o Look to engage with other water companies at the CI Water Project forums in Spring and Fall Staff, Danae, John
Dave asked John to contact Supt. of Schools
 - 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
Meeting on 3-16-20 w/committee of board members and staff.
- b. Emergency Preparedness – The next meeting is Wednesday, March 11, 1 – 2 pm at CWA. Refer to the meeting notes from the March meeting.

Office Report and Communications:

- a. 2020 Budget approval – Dave reviewed the wages for the budget. J. Hale moved to make a motion and seconded by R. Cooper, D. Pelland abstained, other board members approved.
Motion 2020-2-18-2: Motion to accept the 2020 Budget as presented on 2-18-2020.
- b. Heritage Bank meeting – Dick and Lenore met with Lance to discuss the interest rate for Cetera account. We inquired about a LOC for CIP and Robert gave us a "Priorities Agenda" form which each board member and staff received a copy to review and note items of importance; forms can be returned to Lenore for a discussion at another time.
- c. January dinner – we gave a special thank you to Ron for his support and everyone enjoyed the evening. We will plan for a different date next January other than the board meeting day.
- d. March Newsletter will be included with the March 1 bills. Page 1 is all about annual flushing and page 2 is about emergency preparedness information.
- e. Checks signed on Friday, February 28 by Dick and John.
- f. Vacation notices – refer to calendar.

Data Analytics Report:

Pete explained the Disinfection By-Product (DBP) Test Results showing compliant samples and investigative samples spreadsheet. CWA continues to do the investigative samples to monitor the results.

He talked about the Estimated Water Sales/Income and Actual Water Sold/Income spreadsheet, for 2020.

Pete has filed an extension for Proof of Appropriation of Water with the DOE. Until CWA reaches full build out, we must apply for an extension to continue to use the water right G1-2561P permit.

He and Dan are also planning to install transponders to the eleven sanitary sample stations to become more efficient on reports.

CWA is required to hold a public meeting in May about water conservation as required by the Water Use Efficiency Report (WUER) for 2020. Letters will be sent to all members about the date.

The 2019 Consumer Confidence Report (CCR) has been added to the website.

Adjourned: Dave Weir moved to adjourn the meeting at 5:20 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____

**RESOLUTION OF THE
CAMANO WATER ASSOCIATION
BOARD OF TRUSTEES**

In reliance on the Washington Administrative Code (WAC) 246-290 and the requirements of the Washington State Department of Health ("WSDOH") Publication DOH 331-438 ("Publication 331-348), the Board of Trustees ("Board") of Camano Water Association ("CWA"), a Washington nonprofit corporation, hereby adopts the following resolution:

RECITALS

- A. CWA is a municipal water supplier as defined by WAC 246-290-010,.
- B. WAC 246-290-106(4) states, "Municipal water suppliers must provide their service policies and conditions of service including how new service will be provided." in the water system plan.
- C. Publication 331-438 states that service area policies should outline the "appeal process upfront for any service conditions you impose or for denials of service...".
- D. Based on these requirements, and in advance of the adoption of a new Water System Plan, CWA Staff has recommended approval of an appeals process as set forth in the body of the Resolution below:

RESOLUTION


BE IT RESOLVED that:

- 1. The Board hereby approves the recommended appeals process set forth below:

Any applicant for water service with a dispute may request a meeting with the Operations Manager; the Operations Manager shall require the applicant to produce reasonable evidence and documentation to support the applicant's position in the dispute. The Operations Manager shall render a decision based on such evidence and documentation. The applicant may appeal any decision of the Operations Manager to the Board of CWA. The Board shall review the applicant's evidence and documentation and the Operation Manager's decision. The Board shall render a decision based on such matters by a majority vote, which shall be final.

2. The Board hereby authorizes the Staff to take whatever actions it deems reasonably necessary to implement the appeals process.

Dated as of 2/18, 2020

Attest: 
Secretary