

**Camano Water Association  
Board Meeting Minutes  
March 26, 2020**

**Call to Order:** The meeting was called to order at 1:10 pm. Skype meeting.

**Roll:** Board members: Dave Weir, Gael Fisk, Dick Pelland, Ron Cooper, and John Hale. Danae Willson and Dennis Moraski not available.

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

**Guests:**

**Members:**

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

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

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

Water Treatment Plant extension – The walls and roof are framed and sheeted, the windows are in. The 8" discharge line and 10" suction lines have been installed. There will be some extra costs – see attachments from Cane Engineering. The Covid-19 will affect the work schedule. On Wednesday 3/18, TMG services notified us they are not doing any work for two weeks and PUD is only responding to emergencies at this time. The chlorine tanks have been moved inside. They started the interior painting, Ackerman Electric and the roofing company are there.

Source – Nothing to report.

Storage – Steve Chappel replaced the coils for pump #3 and blower #1 in the main storage tanks. Wednesday 3/11 Specialty Controls came out and reinstalled the butterfly valve actuator with the new capacitors. On Thursday 3/12 the electric motor on the butterfly valve actuator failed (4 years old). Specialty Controls will replace the motor for \$1,334 (cost of new motor) and will not charge for the service call.

Distribution – Sunday 3/8 at 5:30 pm there was an emergency call for a water main break at 1978 SE Camano Drive. While digging a house foundation without utility locates (Call 811), the contractor broke a 6" AC water main. I was able to get the main shut down. GS2 was called and the repair was done the next morning. The contractor will be billed for the repair and emergency call time.

Annual flushing – from 3/16 to 3/19 and 348,202 gallons were flushed in four days.

Dave asked about the status of the hydroseed truck filling at fire department. Dan will contact him for an annual payment of approximately \$100/year for water. Gael suggested keeping a log of meter reads and Dan said it would be difficult because the fire department also uses water. There is a meter there which is recorded for our monthly records which Peter maintains.

Gallons produced: January 3,264,504 February 3,544,081

**New Business:**

- a. Rate structure meeting report – the meeting has been postponed due to Covid-19.

**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,  
*See below – Office report*
  - o Look to engage with other water companies at Staff, Danae, John  
the CI Water Project forums in Spring and Fall  
*Dave asked John to contact Supt. of Schools:  
John said she is very busy with Covid-19 issue.  
Possibility of meeting with facilities manager in the  
near future? Ron will call the police and fire dept.*
  - o Fire hydrants and Valves Status Dan, WWS, Gael  
*About ¾ of the hydrants have been checked and  
the remainder will be checked next year during  
the annual flushing. The 4 or 5 w/problems will be  
repaired this year.*
  - o Educate and inform members about how the rates Lenore, Peter, Andrew  
are determined
- b. Emergency Preparedness – The next meeting is May 13, 1 – 2 pm at CWA. Refer to the meeting notes from the March meeting. To summarize we discussed radios between the truck and office and Map Your Neighborhood (MYN) for the membership. Emails were exchanged for the best way to organize it. At this time of Covid-19, it is postponed.

**Office Report and Communications:**

- a. March Newsletter reviews – everyone thought the newsletter addressed the annual flushing clearly and explained what to do if discolored water appears. Lenore reported there were about a dozen calls and some of the calls were about when the flushing would be in their area and others did not even know what to do when discolored water occurred – they did not see the newsletter. Andrew and Peter are keeping the Home page on the website updated. We are encouraging people to refer to it.
- b. There is an increase of \$288 to Health insurance budget amount due to an April 1 renewal.
- c. Checks signed on Tuesday, March 31 by Dick and Ron.
- d. Vacation notices – refer to calendar.

**Data Analytics Report:**

Andrew reported that he and Peter posted annual flushing information and the streets where the daily flushing would take place to the Home page on the website. They also added CWA’s response for Covid-19. There were 140 visits to the website, showing a considerable increase. They are also working on the DOH boil water notice and others. John asked about a group email – Peter noted it would be through a third party. We won’t reach all members because some do not use a computer, and we have about half of the members emails from a request sent out. A form for contact information is obtained from new members and we included a reminder in the newsletters to update us with contact information.

**Adjourned:** Dave Weir moved to adjourn the meeting at 2:25 pm. All board members approved.

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

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

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