

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

Call to Order: The meeting was called to order at 1:16 pm. Skype meeting.

Roll: Board members: Dave Weir, Gael Fisk, Ron Cooper, Danae Willson, and Dennis Moraski.
Dick Pelland and John Hale were not available.
Staff: Lenore Heffernan, Dan Peterson, Peter Turner and Andrew Turner

Guests:

Members:

Approval of March Minutes: The March minutes were reviewed and approved as written with a motion by G. Fisk and seconded by D. Willson; all accepted.

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

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

Water Treatment Plant extension – GS2 has finished the underground piping; removed the old chlorine tanks and retaining walls around the old tanks; set the three new transfer pumps on their pedestals. TMG came back to the project on Monday 4/13 to finish installing the chlorine generator, plumb in the new chlorine tanks, chlorine and permanganate pumps and install the new control panel. The project is 75% complete.

Source – Nothing to report.

Storage – Specialty Controls returned on Wednesday, 4/8 and replaced the electric motor on the actuator valve at the 200K gallon reservoir. They will be giving CWA a refund on the cost of the capacitors that were replaced and will not charge for the service call to reinstall the new motor on to the actuator valve.

Distribution – The contractor was billed for the water main break on SE Camano Drive and will reimburse CWA for repair of \$2,256.34.

No new progress on the booster pump station at Sunrise View Estates.

Gallons produced: February 3,544,081 March 3,918,350

New Business:

- a. Board's response to pursuing emergency management development – Dave asked Dan if he received a bid to refurbish Well 4; Steve Chappel provided a bid of \$43,000.

Lenore noted Camano Island Fire & Rescue Assistant Chief Craig Helgeland and Emergency Preparedness Director Eric Brooks attended a board meeting a few years ago. Lenore will email Eric about CI emergency preparedness and what would be some of the responsibilities of water systems on CI, and what could the community anticipate from IC in the aftermath of a disaster.

- b. Pay scale for employees – Lenore will prepare a draft for the next board meeting.

Old Business:

- | | |
|--|------------------------------|
| a. 2020 Company Goals | Assigned to: |
| o Develop and refine our asset replacement plan | Danae, Peter, Dick |
| o Continue emergency preparedness | Staff, Ron, Dick, Gael, Ross |
| o Look to engage with other water companies at the CI Water Project forums in Spring and Fall
<i>Still hoping to contact the school Facilities manager about water service and an emergency plan.</i> | Staff, Danae, John |
| o Fire hydrants and Valves Status | Dan, WWS, Gael |
| o Educate and inform members about how the rates are determined | Lenore, Peter, Andrew |
- b. Emergency Preparedness – The next meeting is Wednesday, May 13, 1 – 2 pm at CWA. Refer to the meeting notes.

Office Report and Communications:

- a. Continue COVID-19 prevention requirements – Lenore reported we are following State guidelines and things are going well.
- b. Checks signed on Thursday, April 30 by Dick and Gael or Dave.
- c. Vacation notices – refer to calendar.

Data Analytics Report:

Peter reported Well 6 showed no rise above last year’s peak for the same period.
Well 7 was lower by about six inches for the same period.
Well 8 was about the same as last year – only one inch lower for the same period.

Water Produced for April 3,918.350 gallons.
Water Sales for April \$29,619.00.
Capital Spend – Paid \$233,172 for the treatment plant upgrade, and \$262,816 is remaining.
Projected Income – By year-end, projected income is \$756,789, excluding extras at the treatment plant.

Peter showed a video of the Treatment Plant CIP while Dan pointed out some of the improvements such as the new control panel with the PLC screen, the new brine tank for salt, chlorine generator cells, two 2,800 gallon tanks for chlorine storage, new pumps, new retaining wall, and new permanganate pumps. We can store twelve pallets of salt for the year, as part of emergency planning.

Andrew and Peter are managing the website Home page with current information.

Adjourned: Dave Weir moved to adjourn the meeting at 2:30 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____ **Date:** _____