

**Camano Water Association
Board Meeting Minutes
May 19, 2020**

Call to Order: The meeting was called to order at 1:15 pm. Skype meeting.

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

Guests:

Members:

Approval of April Minutes: The April minutes were reviewed and approved as written with a motion by G. Fisk and seconded by J. Hale; all accepted.

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

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

Water Treatment Plant extension is 90% complete. There have been a few delays because of COVID-19. PUD is only responding to emergency calls at this time so the power from the pole down to the new transformer and out to the main powerhouse (Well 6) has not been completed. All other electrical work inside the building is finished. Suppliers have not been able to obtain all the materials needed to finish the building and the doors and siding have not been finished at this time. One contractor, TMG Services, did not complete their contract, so we only made a partial payment until the contract is complete. On May 4, TMG Services completed their contract and will be paid the remaining balance of \$24,368.36. Because of these things, the Substantial Completion date has been moved from May 25 out twenty-one days to June 12, 2020.

A second Change Order has developed to remove the last of the old HDPE piping from the ceiling and to install 6" ductile iron pipe underground at a cost of \$16,765.89. Please see the attachment Change Order #2. The money budgeted for the treatment plant exterior will cover this change order.

Source – Nothing to report.

Storage – Nothing to report.

Distribution – J. Hoskins has payed \$2,256.34 for the water main break repair at 1978 SE Camano Drive, occurring on Sunday, March 8.

No new progress on the booster pump station at Sunrise View Estates. CWA has not signed off on the pumphouse.

Gallons produced: March 3,918,350 April 4,066,066

New Business:

- a. Insurance for treatment plant upgrade – Lenore contacted insurance agent and along with Greg and Dan's assistance, we provided the required information for coverage.
- b. CIP Form for future projects – Gael drafted a format with pertinent information which will be helpful with future projects. This will add another level of information to answer any questions before a motion is made.

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
 - o Look to engage with other water companies at the CI Water Project forums in Spring and Fall Staff, Danae, John
Dave talked with the head of maintenance operations, and he is interested to learn more.
 - o Fire hydrants and Valves Status Dan, WWS, Gael
See emergency meeting notes
 - o Educate and inform members about how the rates are determined Lenore, Peter, Andrew
- b. Emergency Preparedness – The next meeting is July 8, 1 – 2 pm at CWA. Refer to the meeting notes for May 13 meeting. One important highlight: Dan and Peter noted there was a great need to create a spreadsheet with information for the status of the valves and fire hydrants; necessary improvements to the doors and locks on the well houses, and adding alarms to increase security. Peter will provide more information at the June meeting.
Radios – Ross gave more information at the meeting; a request was made at the board meeting to have the radios tested at the office and in the truck before committing to purchase and monthly contract.
Lenore and Ron reached out to Island County emergency responders but have not received a reply, which could be due to the virus.
- c. Pay Scale/Vacation spreadsheets for employees – Lenore provided a sample pay scale for review to assist with annual reviews. A vacation spreadsheet is maintained for employees. Gael and Lenore will create a Plan for employee reviews, beginning this fall.
- d. Accessory Dwelling Unit (ADU) – Will be discussed at the next board meeting.

Office Report and Communications:

- a. Greg Cane – CWA’s engineer is retiring in mid-June.
- b. Checks signed on Friday, May 29 by Dick and John.
- c. Vacation notices – refer to calendar.

Data Analytics Report:

Peter showed a video of the treatment plant improvements while Dan narrated. Water sales have increased \$12K for YTD, possibly due to the virus as more people are home. Average water use per household beginning in 2014 was 49.94 gallons per person; through 2019 it has decreased to 39.21 gallons per person – as reported in the Water Use Efficiency Report (WUER) to DOH. Capital Spend – Paid \$113,574 in May for the treatment plant upgrade. Final payments will show in June.

Andrew noted he and Peter have spent many hours reconciling information to incorporate into the master document of 1,988 pages of the WSP. Greg will send on June 12 to the DOH and Island County to review within 90 days.

Adjourned: Dave Weir moved to adjourn the meeting at 3:08 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____