

**Camano Water Association  
Board Meeting Minutes  
June 16, 2020**

**Call to Order:** The meeting was called to order at 2:00 pm, at Camano Clubhouse (social distancing)

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

Staff: Lenore Heffernan, Dan Peterson, Peter Turner; Andrew Turner was not available.

**Guests:**

**Members:**

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

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

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

Water Treatment Plant – On Monday, June 1, the power upgrades were completed, and PUD removed and replaced three transformers on the pole. Ackermann Electric pulled in a new power cable from the pole into Well 6 which holds the main power for the treatment plant.

Change Order 3 was generated for GS2 – contractor requested and extra twenty-eight days to replace the new magnetic flow meter that has failed. H.D. Fowler took care of the problem. Substantial completion date is now Friday, July 10. The project is 98% complete. One roll-up door needs to be installed and the magnetic flow meter replaced to finish this project.

Source – Nothing to report.

Storage – Nothing to report.

Distribution – 2 new services were installed on Friday, May 29 by GS2 at 595 E. Mountain View Road and 1078 E. Camano Drive.

Sunrise View Pumphouse – No new progress on the booster pump station at Sunrise View Estates. CWA has not signed off on the pumphouse. Greg is handing off the project to Wilson Engineers.

General – Dan will be providing a comparison information spreadsheet and equipment requirements for grounds maintenance before the next board meeting.

Gallons produced: April 4,066,066 May 4,244,511

**New Business:**

- a. Identify future board members – Danae will put together a list with ideas before the next board meeting. Board members feel there is an untapped potential of future board members in the Country Club area. We may place a notice in the newsletter.
- b. Hire future employee – Dan and Peter will provide information for hiring a new employee because WWS's contract will end on October 31. They will send information to the board members on July 14, prior to the July 21 board meeting.
- c. CIP/Expenditure Approval Form – Gael is working on the final edits and will have ready at the July board meeting.

**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  
*Dan – Western Solar’s estimate: \$23K for generator at office/shop & \$13K for generator at Elhardt site. We are currently undecided.*
  - o Look to engage with other water companies at the CI Water Project forums in Spring and Fall Staff, Danae, John  
*Dave will contact maintenance operator.*
  - o Fire hydrants and Valves Status Dan, WWS, Gael  
*Refer to Peter’s report.*
  - 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, with room for social distance and masks. Refer to the meeting notes for May 13 meeting.
- c. Pay Scale/Vacation info for employees – Gael and Lenore will create a form 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; board members and staff signed the cards.
- b. June Newsletter reviews – Everyone agreed the newsletter had good information about the upgrades to the treatment plant and other topics; this is our eighth year!
- c. Products and Services for other water systems – Board members and staff agreed a list should be created to provide assistance between water systems. Dick will send a preliminary list.
- d. Agreement for new engineer – Lenore explained the CWA Agreement is missing some information regarding liability coverage and may need review by our attorney. Will follow-up with this situation before the next board meeting.
- e. Checks signed on Tuesday, June 30 by Dick, and Gael.
- f. Vacation notices – refer to calendar.

Gael Fisk moved to make a motion and seconded by Dick Pelland and all approved.

**Motion 2020-6-16-1:** To approve payment to Camano Country Club Clubhouse for \$100 for the use each month of their meeting room during COVID-19 to allow additional space per individual.

**Data Analytics Report:**

Water sales show a total of \$17K increase for YTD, possibly due to the virus as more people are home. Capital Expenditure is on target with the treatment plant interior upgrade.

Hydrant Location/Testing – Peter gave everyone sample pages of the information he is acquiring and maintaining for the hydrant’s location and condition, including sizes and dates for service, etc.

**Adjourned:** Dave Weir moved to adjourn the meeting at 4:10 pm. All board members approved.

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

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

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