

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

Call to Order: The meeting was called to order at 2:04 pm, at Camano Clubhouse (Covid-19 rules)

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

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

Guests: Terrie Zentner reviewed the Federal and State guidelines for hourly and salary employees. Lenore provided the checklist from ATHR.

Members:

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

Approval of June Finance Report: The June 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 – The interior roll-up door and the new flow meter have been installed. GS2 was given Substantial Completion on July 6, 2020.

There is a small punch list of things for CWA to do on the interior of the treatment plant that was not in the contract: add two smoke detectors to the alarm system, change two door locks to match the CWA key, and replace the exterior front roll-up door and have new gutters hung around the building. Dan will get an estimate and the money will come from the exterior 590.2 account.

Source – Nothing to report.

Storage – Nothing to report.

Distribution – As a requirement for the DOH Water Quality Monitoring schedule every three years, CWA must test lead and copper levels inside 10 homes throughout the distribution system. Dan will ask board members and staff to participate in taking water samples from their homes within the service area. Everyone will be provided a sample bottle and instructions.

Emergency preparedness – Refer to the attached proposal for the generator upgrade for Monticello and Elhardt sites at \$24,498.93 and \$13069.84.

Timeline for new equipment: 2021 Riding mower with trailer and covered area behind office \$15,000.

2022 New service truck \$50,000. 2023 Mini excavator under 10,000 pounds with a trailer \$50,000.

Sunrise View Pumphouse – No new progress on the booster pump station.

Mountain View parcel with new well – It was decided not to contact the homeowners because Jones and Hezel own the well and we are waiting to hear from Island County. Dan will continue to monitor.

Gallons produced: May 4,244,511 June 4,183,368

New Business:

- a. Emergency preparedness funds/budget – Dan and Ron asked the board for Emergency Preparedness funds in the 2021 budget. The board agreed. Dan will take pictures of the well houses doors and locks and get estimates for the next meeting.

Gael Fisk moved to make a motion and seconded by Ron Cooper, and all approved.

Motion 2020-21-1:

- b. Engineer Agreement approval of draft from attorney – Board members agreed on the new Agreement. Lenore will let the attorney know and then send to the new engineer company.

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
 - 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 September 9, 1 – 2 pm at CWA, C-19 rules apply. Refer to the meeting notes for July 8 meeting.
- c. Accessory Dwelling Unit – Not discussed at this meeting.
- d. Identify future board members – A new committee has been formed: Danae, Gael, Dave, and John to meet at 4:14 pm, Wednesday, August 5 at CWA office.
- e. Professional Services & Products from CWA – Dick and staff met and determined to contact the insurance company before proceeding. Refer to insurance agent’s email for details.
- f. Hire future employee – A new job application form was shown to the board, this is still a work in progress.
- g. Annual Review Form – Gael and Lenore revised the form and a copy was emailed with the packet.

Office Report and Communications:

- a. Insurance company letter notified CWA there will be a change in companies in October.
- b. Rates meeting on Tuesday, August 4, 10 am, at clubhouse: Dennis, Albers, Dave, Ron, Peter, and Lenore.
- c. 2021 Proposed Budget meeting on August 12, 10 am at CWA: Dick, Peter, Dan, Andrew, and Lenore. A timeline will be prepared to assign dates for the preparation. Follow C-19 rules.
- d. Checks signed on Friday, July 31 by Dick, and Ron.
- e. Vacation notices – refer to calendar.

Data Analytics Report:

Well graphs for wells 6,7 and 8 all showed a slight increase in recovery in 2020 compared to 2019. Attention was drawn to the drawdown graphs which showed that the spikes on graphs before the treatment plant extension was completed, now showed no significant problem.

The year on year well graphs all showed the replenishment had been sustained over a longer period than previous years, this has led to the aquifers having a higher water level than expected for this time of year.

The water sales for June 2020 had shown a large decrease in consumption, approximately 2.16 million gallons equivalent to \$21,611, the overall water sales for 2020 had only dropped by 454,160 gallons this is equal to \$4,541.

Adjourned: Dave Weir moved to adjourn the meeting at 4:40 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____