

**Camano Water Association
Board Meeting Minutes
August 18, 2020**

Call to Order: The meeting was called to order at 1:59 p.m., at Camano Clubhouse during COVID-19.

Roll: Board members: Dave Weir, Gael Fisk, Dick Pelland, Ron Cooper, John Hale; Dave announced Danae Willson and Dennis Moraski have resigned as Trustees.

A motion

Staff: Lenore Heffernan, Dan Peterson, Peter Turner; Andrew Turner (phone).

Guests:

Members:

Approval of August Minutes: The August minutes were reviewed and approved as written with a motion by D. Pelland and seconded by J. Hale; all accepted.

Approval of August Finance Report: The August 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 –

Source – Nothing to report.

Storage – Nothing to report.

Distribution – On June 24, Ron Cooper called to let Dan know there could be a potential leak on the north end of Beach Drive. Dan investigated and found water coming out of the ground above the new water main and just below Country Club's water service connection. Because the Beach Drive water main was still under warranty Larry Brown Construction was called. On Thursday, July 2, LB Construction came out to investigate the leak. They trenched from the driveway that accesses the back side of the lagoon on Beach Drive going west up Beach Drive to the PRV vault on the corner of Country Club Drive and Beach Drive. No leak was found; we all agreed it was ground water following the bottom of the water main. This was not covered under the warranty.

One new service was installed by GS2 on Porter Street.

Lead and Copper test results are in and all are non-detect. Please see the attachment.

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

On Wednesday, July 22, Gateway Controls came out and replaced the control panel for the front gate opener. Slugs crawled across the control board and shorted out the board.

Gallons produced: June 4,183,368 July 6,472,507

New Business:

- a. Annual Meeting – NEW DATE: November 14, 9:30 a.m. NEW LOCATON: at the Camano Country Clubhouse with chairs spaced apart and masks required.
- b. Engineer Agreement – Received the final copy from CWA attorney and will send to Wilson Engineers for signature; CWA Board to sign next.

Old Business:

- a. 2020 Company Goals

Assigned to:

- Develop and refine our asset replacement plan Danae, Peter, Dick
 - Continue emergency preparedness Staff, Ron, Dick, Gael, Ross
 - Look to engage with other water companies at the CI Water Project forums in Spring and Fall Staff, Danae, John
 - Fire hydrants and Valves Status Dan, WWS, Gael
 - Educate and inform members about how the rates are determined Lenore, Peter, Andrew
- b. Rates Committee meeting 8/4 – Ron reported on the discussion about water and base fee rates, as requested by members (1-0823-1). The board discussed various options and determined not to change the water rate structure. The board did agree to combine the base fee and CIP beginning with the March 1, 2021 bill. A notice will be sent with the January bill.

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

Motion 2020-18-8-1: Combine base rate and CIP into one billing line item.

- c. Accessory Dwelling Unit – Not discussed at this meeting.
- d. Identify future board members – Teresa will send a sample flyer for enlisting members to participate in committees and opportunities in CWA. The flyer will be sent with the September bill and other times as needed.
- e. Professional Services & Products from CWA – Lenore contacted our insurance agent; refer to insurance agent’s email for details, however, it is CWA’s decision. The attorney was not contacted or the CPA as yet.
- f. Hire future employee – Dave requested Andrew to manage the job placement ads, etc.
- g. Emergency Preparedness meeting – Wednesday, September 9, 1 – 2 p.m. at office.

Office Report and Communications:

- a. 2021 Budget meeting 8/12 – Lenore updated the timeline for meetings to review the proposed budget with the committee. Preparation and meetings will begin in September.
- b. Account 130 CIP on Balance Sheet – Lenore emailed CPA about the \$750K amount.
- c. Checks signed on Monday, August 31 by Dick and Dave.
- d. Vacation notices – refer to calendar.

Data Analytics Report:

Well graphs for wells 6, 7 and 8 all showed the water levels higher this year than last year.

Water Sales – as of July the sales are slightly lower than estimated, however, August was very dry.

Adjourned: Dave Weir moved to adjourn the meeting at 4:30 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____