

**Camano Water Association  
Board Meeting Minutes  
September 15, 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 received a letter of resignation from Dennis Moraski, Trustee, and from Danae Willson, Trustee.

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

**Motion 2020-15-9-1:** I make a motion to accept the resignation for Danae Willson and Dennis Moraski.

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

**Guests:**

**Members:** Ross Michel

**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.

Source – On Thursday, August 27, one leg of the 3-phase transformer inside the chlorine generator rectifier burned out. Ackermann Electric was called, and he was able to bypass the bad leg, allowing the chlorine generator to run and generate chlorine. The invoice (attached) for the cost of a new rectifier is \$11,500 plus tax and the installation is \$1,500. The money from the 590.2 Treatment Plant Exterior account will cover the expense. There is a 5-week wait time. We saved \$1,400 by ordering from manufacturer. Dan is requesting the Board Members to approve the expense and the Board Members approved it.

Storage – All reservoirs are running at full capacity.

Distribution – GS2 has started to install the pumps and pressure tank at Sunrise View Estates. The interior has been epoxy-coated and the exterior has been painted.

Water & Wastewater Services – On Monday, August 24, Kelly Wynn called CWA to cancel the contract, without discussion, while I was on vacation. Since there was no one to cover for emergencies I had to return therefore cutting my vacation short. WWS mailed the keys in a paper envelope which was torn apart in the postal machines. CWA received the envelope without the keys. Because this presented a security issue, I called Bigfoot Lock and Key to rekey the padlocks and doors within the system. The cost is \$555.46 and will be deducted from WWS August invoice.

Gallons produced: July 6,472,507 August 7,088,703

**New Business:**

- a. Staff vacation/emergency call hours – Dave asked for approval to add back two days to Dan's vacation hours because he needed to return; the board members agreed.  
Dan also proposed to have TJ Lurvey on-call when he is on vacation; the board members agreed.
- b. Board meetings during Covid-19 – Board meetings will be held at the Camano Country Club clubhouse as it allows for social distancing and everyone wears a mask.

**Old Business:**

- a. 2020 Company Goals
  - o Develop and refine our asset replacement plan Assigned to:  
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, 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. Ad for future employee – Andrew is placing the ads with the local papers and on-line, CWA website, and waiting to hear from the Pierce County Co-op.
- c. Professional Services using dataloggers – Peter is waiting to hear from them; also, the CPA said it would be fine to bill for this service and keep record of it for the year-end taxes.
- d. Accessory Dwelling Unit – There are several in the system and Greg Cane gave us the information from Island County, which allows ADU’s with certain conditions. However, the DOH looks at the ERU’s (Equivalent Residential Unit) allowed within the service area and these two entities have different requirements. Lenore has a file with this information from Greg.
- e. Identify future board members – The Notice was sent with the September 1 bill.
- f. Emergency Preparedness meeting – Rescheduled for a later date.

**Office Report and Communications:**

- a. Member called re: possible candidate on ballot – Did not hear from him.
- b. Annual Employee Reviews – G. Fisk and R. Cooper will conduct the reviews this year; Lenore will email the forms to them and they will schedule the dates for reviews in October.
- c. Checks signed on Wednesday, September 30 – Dick and John will sign.
- d. Vacation notices – refer to calendar.

**Data Analytics Report:**

August showed particularly good water sales, although the projected is still lower by \$9,000; however, it should be on target by the end of the year.  
Wells 6 and 7 levels were currently identical as last year.  
Well 8 level currently higher than last year.

**Adjourned:** Dave Weir moved to adjourn the meeting at 4:09 pm. All board members approved.

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

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

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