

**Camano Water Association
Board Meeting Minutes
October 20, 2020**

Call to Order: The meeting was called to order at 1:30 p.m., at Camano Country Club, to allow room for social distance during COVID-19.

Roll: Board members: Dave Weir, Gael Fisk, Dick Pelland, Ron Cooper, John Hale.
Staff: Lenore Heffernan, Dan Peterson, Peter Turner; Andrew Turner (phone).

Guests: Michael Dame, CPA and Russell Martinson, CPA – presented information about company reviews and audits. Due to new regulations they are advising that a review is appropriate for CWA each year. The board members agreed to their recommendations. They will continue to provide the high level of review including an interview with a board member, and specific information from the business manager. Dave also asked them to attend the annual meeting to answer any member questions and talk about the previous year's balance forward for the new year.

Members: Ross Michel

Approval of September Minutes: The September Minutes were reviewed and approved as written with a motion by G. Fisk and seconded by R. Cooper; all accepted.

Approval of September Finance Report: The September Finance Report and check register were in balance and approved as written, with a motion by J. Hale and seconded by G. Fisk; all accepted.

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

Source – On Friday 10/16, the new rectifier was shipped out from the manufacturer and will arrive in four days. Ackermann Electric will do the installation.

Storage – We have received approval from Island County for the tree removal at the treatment plant.

Distribution – Please refer to the price quote from HD Fowler to order 100 custom setters, double-check valve assemblies (DCVA), and 100 meter boxes with lids. The price increased \$2,985 from the last year's cost of \$48,815.

On Wednesday 9/23, GS2 Construction installed a new water service on Cascade View Drive and we are now caught up with DCVA installations – 475 have been installed to date.

The annual disinfection by-product samples will be taken on Friday 10/23.

Emergency Preparedness – On Tuesday 9/29, Dan met with Diane from TRBO West Digital Network and she gave us a pair of test radios. The radio test went well; Peter and Dan were able to talk from Camano Island to Marysville. Attached is the pricing information.

Dan and Pete talked about adding a Scada/PLC screen at the treatment plant and a benefit would be using cell phones if at a different location to view PLC screen.

Gallons produced: August 7,088,703 September 5,441,634

Peter and Dan talked about scheduling a meeting with El Camano; Peter will send an email with the date and time.

New Business:

- a. Board Members – Reviewed the bylaw about number of board members and agreed to follow it.
- b. Annual meeting agenda review – Dave reviewed the topics with everyone.
- c. Ballots counted on Friday, 11/13 – Ron, John and Lenore will meet at 1 pm to count the ballots.
- d. Proposed Budget 2021 – Everyone received a copy of the proposed budget.
- e. Employee reviews – Gael and Ron are scheduling the reviews for November.

Old Business:

Dave said Gael will be reviewing the goals plan for CWA; to be announced at a future meeting.

- a. 2020 Company Goals

<ul style="list-style-type: none"> o Develop and refine our asset replacement plan o Continue emergency preparedness o Look to engage with other water companies at the CI Water Project forums in Spring and Fall o Fire hydrants and Valves Status o Educate and inform members about how the rates are determined 	Assigned to: Peter, Dick Staff, Ron, Dick, Gael, Ross Staff, John Dan, WWS, Gael Lenore, Peter, Andrew
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- b. Future employee (technician) update – Andrew said 4 resumes have been received and interviews will be scheduled for early November; he will email the schedule to everyone.
- c. Accessory Dwelling Unit review – 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.
- d. Emergency Preparedness meeting – Rescheduled to Thursday, November 12, 1 – 2 pm.

Office Report and Communications:

- a. Reports for the annual meeting – Lenore said the reports will be ready per the bylaws. The newsletters with annual meeting agenda and ballots were mailed on October 22.
- b. Checks signed on Friday, October 30 – Dick and John will sign.
- c. Vacation notices – refer to calendar.

Data Analytics Report:

Peter reported the wells are performing as usual and all wells have started their winter recovery process. The sales for August were lower due to extra rainfall; however, a dry September made up for the difference and the original projections are on target for the year.

Adjourned: Dave Weir moved to adjourn the meeting at 4:25 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____