

**Camano Water Association
Board Meeting Minutes
November 17, 2020**

Call to Order: The meeting was called to order at 2:08 p.m., Skype meeting 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:

Members:

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

Approval of October Finance Report: The October Finance Report and check register were in balance and approved as written, with a motion by D. Pelland and seconded by R. Cooper; all accepted.

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

Source – On Thursday 11/12, TMG Services completed the 6-month acid wash service on the chlorine generator. 12 pallets of salt was delivered.

Storage – Pumps, blowers, and spray nozzles inside the main storage reservoirs are working well.

Distribution – The test results for Disinfection By-Product are in – refer to report. All are within the MCL. The board members acknowledged appreciation for watching and testing the levels.

Emergency Preparedness – The first bid for door and lock replacement at 4 sites is \$30,800.

Gallons produced: September 5,441,634 October 3,642,161

New Business:

- a. Annual Meeting – cancelled due to Covid-19; reports will be on the website.
- b. Board Members and the next 3-year term:

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

Motion 2020-11-17-1: To approve the officers for the 2021 Board.

President – Gael Fisk	Secretary – John Hale
Vice President – Ron Cooper	Trustee – Dave Weir
Treasurer – Richard Pelland	

- c. Ballots were counted on Friday, 11/13 – Lenore reported 59 votes were received for Dick Pelland.
- d. El Camano water system – Dave reported information about the needs of the system and what CWA would provide and the approximate cost. At this time, the transaction may not be ready to take place. Dave has contacted them.

Old Business:

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

- 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. Future employee (technician) update – Andrew said the team conducted five interviews and will let everyone know if there is a candidate. If not, they will place the ad again in January.
- c. Emergency Preparedness meeting – Rescheduled to Wednesday, November 18, 1 – 2 pm.

Office Report and Communications:

- a. Review employee handbook for new year – Lenore will verify state guidelines are current, etc.
- b. Notice of rates sent with January 2 bills – Lenore will send everyone a draft in mid-December.
- c. Gift cards for four service providers was approved by the board members.
- d. Checks are signed on Monday, November 30 by Dick, and John.
- e. 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. Well 6 is recovering normally; Well 7 is on the way to winter recovery; and Well 8 is recovering slower, which is normal for this well.

The Sales are \$1,803 ahead of projections for 2020. The gallons sold in 2019 were 45,099,000 and this year to date are 45,131,800.

Andrew talked about a possible series of presentations on compliance/the work we have to do on a yearly basis to stay within that compliance for all of the external entities that require it of us.

Adjourned: Dave Weir moved to adjourn the meeting at 4:04 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____