

**Camano Water Association
Board Meeting Minutes
December 15, 2020**

Call to Order: The meeting was called to order at 2:19 p.m., Skype meeting during COVID-19.

Roll: Board members: Dave Weir, Gael Fisk, Dick Pelland, Ron Cooper. John Hale was not available.
Staff: Lenore Heffernan, Dan Peterson, Peter Turner; Andrew Turner.

Guests:

Members:

Approval of November Minutes: The November Minutes were reviewed and approved as written with a motion by D. Weir and seconded by R. Cooper; all accepted.

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

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

Source – On Tuesday, 11/17, Ackermann Electric installed the new rectifier. The chlorine generator is under five years old.

Storage – Nothing to report.

Distribution – On Friday, 11/6, a local contractor hit and damaged a fire hydrant causing it to leak on View Street while cutting the brush on a vacant lot. A new hydrant was installed at a cost of \$3,872.16 (see attachments) and an invoice will be sent to the contractor to reimburse CWA; all board members agreed.

21 new registers and transponders for the meter reading system have been replaced.

100 double-check valve assemblies (DCVA), meters and boxes have been ordered at a cost of \$51,800 (see attachment). Dave suggested to use the Reserve Fund to pay. \$900 is collected for DCVA.

474 double-check valve assemblies (DCVA) have been installed year-to-date.

Bids in process:

1. Epoxy coating the filter tanks in the water treatment plant.
2. New shop door at the water treatment plant.
3. Final permit from the Department of Natural Resources (DNR) for clearing the trees at the water treatment plant.
4. Fencing around the water treatment plant.
5. Generators.
6. Doors.

Gallons produced: October 3,642,161 November 3,289,072

New Business:

- a. Discuss Motion 2020-18-8-1, combining BF and CIP on the bills. Lenore contacted CPA, who contacted the Department of Revenue (DOR) for information and it is acceptable to do so if the Board Members determine the CIP amount, and it is recorded in the Minutes. The DOR requires CWA to keep good records on this. The Board Members also requested to have a meeting with the CPA to discuss. Lenore will set up a meeting.

- b. Motion to approve 2019 Annual Meeting Minutes – the meeting was cancelled due to an update from the Governor for Covid-19.
Dave Weir moved to make a motion and seconded by Ron Cooper. All approved.

Motion 2020-12-15-1: I move that the CWA board wave a formal annual meeting, and take the responsibility of that meeting to approve the election and budget and reports.

- c. Board retreat – Gael Fisk said there will be a meeting in January to review the budget, goals, CIP List/Projects and asked Lenore and Peter to attend. Gael will email the date and location when decided. A Board Member suggested a 3-hour meeting.

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 <i>Discussed generators, meter replacement, doors, roofing, fencing, etc.</i> o Continue emergency preparedness o Look to engage with other water companies at the CI Water Project forums in Spring and Fall <i>Due to Covid-19 the meetings are on hold.</i> 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 they will place the ad again in January.
- c. Emergency Preparedness meeting – Rescheduled to Wednesday, November 18, 1 – 2 pm. Please refer to the meeting notes attached.
The committee met to review the items from past meetings and will work on completing. There will be an emergency call list created so no one is missed; also looking into first aid/emergency kits.
- d. El Camano – Dave said he contacted them but said they are busy; nothing new to report.

Office Report and Communications:

- a. Coastal Community Bank Money Market – The bank contacted Dick about no account activity and Lenore will make a deposit before the end of the year to show activity; will continue to make small deposits while the account remains open.
- b. Notice for January 2 bills – Lenore sent the New Rates Notice to Databar in mid-December.
- c. SAM.gov renewal for 2021 – Lenore completed the on-line process renewal. If CWA were to apply for a loan or grant, the basic information is already set up.
- d. Checks are signed on Thursday, December 31 by Dick, and Ron.
- e. Vacation notices – refer to calendar.

Data Analytics Report:

Refer to Peter’s reports.

Well 6 recovery from January 2019 to November 2020 is doing good.

Well 7 is starting to recover, although it has recovered better in previous years.

Well 8 is similar to Well 7 – recovering slower this year.

The aquifer is still below the static line, but higher this year than last year.

The Sales have exceeded 2019.

Andrew reviewed the process for the Water Use Efficiency Report (WUER) he will be submitting to the Department of Health (DOH). The annual report is for the previous year and usually submitted in January, and due no later than June. The DOH looks at the meter connections, any incomplete or missing data, tracks the total water produced, water used, and leakage for a 3-year average – for CWA it is 5.6%, which is good. The DOH considers 10% high. CWA also submits a goal-setting plan, and a forum is held to inform customers about the report and meeting water efficiency requirements. Andrew also noted the DOH says the average person uses 100 gallons per person per day and CWA reports 45.5 gallons per person per day – well below the DOH average.

Adjourned: Dave Weir moved to adjourn the meeting at 4:13 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____