

**Camano Water Association
Board Meeting Minutes
January 19, 2021**

Call to Order: The meeting was called to order at 2:18 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 December Minutes: The December Minutes were reviewed and approved as written with a motion by R. Cooper and seconded by D. Pelland; all accepted.

Approval of December Finance Report: The December 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 – Coating Applicators, LLC, a paint contractor, has completed the sanding and epoxy coating of the filter tanks in the treatment plant at a cost of \$6,741.51. The interior upgrade is complete now.

Storage – Nothing to report.

Distribution – 40 registers and transponders have been ordered.

New water services were installed on Country Club Drive and Beach Drive.

H.B. Jaeger's bid on 100 DCVA's, setters, and boxes with lids came in at \$69,378. H.D. Fowler's bid was \$51,800; a difference of \$17,578.

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

The fire department's 5-year audit went well.

Emergency Preparedness – I will be asking for Board approval to install generators this year at the office and Elhardt site at a cost of approximately \$45,000 and this includes propane tank(s). The funds will come out of the 590 account and will not affect the Bonnie Lane project scheduled for 2024/2025.

Dan said the fencing at \$40,000 and some trees removed at \$35,000, needs to be completed at the treatment plant, adding \$60,000 to the Exterior account 590.2.

Dave Weir moved to make a motion and seconded by Ron Cooper. All approved.

Motion 2021-1-19-1: I move that the following changes be made to the 2021 Budget:

Account 563 Service Contracts – Alarm: add \$1,000 for Elhardt and Crest View to upgrade from 3G to 5G;

Account 530.4 Emergency Planning – for generators and propane tank(s) for Elhardt and Office \$45,000;

Account 590.2 Exterior Treatment Plant – add \$60,000 for trees and fencing.

Peter and Dan showed photos of the new pressure system for Sunrise View Estates.

\$2,000 check was received for the damaged fire hydrant on View Street; it has been replaced.

Gael requested a notice be sent to the member to move the deck built over the corner of the meter box.

Gallons produced: November 3,289,072 December 3,443,103

New Business:

- a. Computers for board members – Andrew received information and he will have info for choices at the next meeting.
- b. Approve 2021 Budget – Board members will be meeting for further discussion.
- c. Salary scale – Gael referred to a salary scale for new field technician position.
- d. Base Fee amount designated for CIP – Lenore reported the State strongly suggests having an amount designated for reporting CIP on the monthly excise tax report. Russell and Lenore will be meeting later this week to discuss the monthly reports.
- e. Check received for damaged fire hydrant - \$2,000 partial payment.

Old Business:

➤ *Gael would like to receive an email for new goals to accomplish this year.*

- a. 2020 Company Goals
 - Develop and refine our asset replacement plan
Discussed generators, meter replacement, doors, roofing, fencing, etc. Assigned to:
Peter, Dick
 - Continue emergency preparedness. Staff, Ron, Dick, Gael, Ross
See below.
 - Look to engage with other water companies at the CI Water Project forums in Spring and Fall. Staff, John
Due to Covid-19 the meetings are on hold.
 - Fire hydrants and Valves status. Dan, Gael
 - Educate and inform members about how the rates are determined. Lenore, Peter, Andrew
- b. Hire field technician – update – Andrew said they will place the ads in February.
- c. Emergency Preparedness meeting – the committee met on January 14, 1 – 2 pm.
Please refer to the meeting notes attached.
New doors and locks at sites will be scheduled for 2022.
We have an emergency call list for board members and staff (red folders kept at home), including contractor’s info. Additional information will be added when provided.
Lenore purchased items for emergency/first aid kits for the trucks and Dan will purchase fire extinguishers for the trucks.
The next meeting is Wednesday, March 10, 1 – 2 pm.

Office Report and Communications:

- a. Financial Statements 2019 are ready from the CPA for the board members at the office.
- b. 86 sales of homes and lots in 2020 in the service area.
- c. Billing dates and number of days on the bills – Lenore has contacted Databar and UDS and the programmers are working on it and should be resolved by the March bill.

- d. Checks are signed on Friday, January 29, by Dick and Dave.
- e. Vacation notices – refer to calendar.

Data Analytics Report:

Refer to Peter’s computer-generated reports.

Well 6 The aquifer water level is doing fine.

Well 7 is lower this year, but not a concern.

Well 8 recovery is in line with the same as 2019.

Sales are higher this year because of Covid-19 and more people are home.

The Water Use Efficiency Report (WUER) will be submitted soon, however, the DOH had new changes this year and waiting for more information.

The DOH looks at the last three years for reporting water loss average and CWA’s is only 5.22%, 10% being at the top for loss.

Adjourned: Gael Fisk moved to adjourn the meeting at 4:21 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____