

**Camano Water Association
Board Meeting Minutes
April 20, 2021**

Call to Order: The meeting was called to order at 2:03 p.m., at the Country Club facility.

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

Guests:

Members: Jerry Delich and Ross Michel

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

Approval of March Finance Report: The March 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 – Andrew and Peter have repaired the datalogger in Well 7 by replacing the cable.

Storage – Nothing to report.

Distribution – GS2 installed one new water service on Cascade View Drive and replaced 23 registers and transponders.

AAA Backflow tested all the DCVA's on Beach Drive on Friday 4/9 through Sunday 4/11.

500 DCVA's have been installed to date.

General – Thursday, April 1, Bob James from the DOH did the 5-year Sanitary Survey and he reported:
Significant Deficiencies: None.

Significant Findings: No pictures of vent screens and hatch cover seals. (Peter will take new pictures and send in).

Camano Water Association's water system is in very good condition. Please refer to the letter and report. Dan explained the steps necessary if there was a positive E.coli test; CWA does chlorinate.

On Monday, April 5, Russell Marler began full time work as Field Tech 1. He stopped by the meeting to meet everyone. A new John Deere riding mower from Home Depot was purchased for \$2,298.

Dan Peterson was summoned to jury duty; G. Fisk wrote a letter to excuse Dan, due to being the only operator at this time, until Russell has further training.

Update on Chevrolet Truck that was hit – CWA's insurance company sent a check to CWA for \$633.98, and CWA will pay the \$1,000 deductible and then the insurance company will collect the deductible and return to CWA.

Gallons produced: February 2,955,584 March 3,620,897

New Business:

- a. Cetera – Dick and Lenore met with Greg Holmes at Heritage Bank on March 23; he presented a few options for better interest: Annuities and/or CD's. Board Members agreed on CD's and Lenore will contact other banks for rates and terms, for the next board meeting.

Old Business:

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

- a. 2020 Company Goals Assigned to:
 - Develop and refine our asset replacement plan Peter, Dick
 - Continue emergency preparedness. Staff, Ron, Dick, Gael, Ross
 - Look to engage with other water companies at the CI Water Project forums in Spring and Fall. Staff, John
- b. Computers for board members – Peter said the info is on the Board and Staff page on the website. Lenore requested a credit card increase to allow purchase of computers and associated items. Dave Weir moved to make a motion and seconded by Ron Cooper. All approved.
Motion 2021-4-20-1: To acquire or increase the credit card account to \$12,000 maximum.
- c. Emergency Preparedness meeting – the next meeting is on Wednesday, May 12, 1 – 2 pm.

Office Report and Communications:

- a. Late fees per Governor’s Proclamation was updated to end on July 1, 2021. CWA late fees will begin again with September 1 bills.
- b. B&O Tax update – Terrie and Lenore reviewed previous reports and suggest to the board members to report the CIP in the Water column and use monthly reports for Base Fee to confirm the amount agrees. All data will be attached to monthly worksheet for support.
- c. Checks signed on Friday, April 30 by Dick, and Ron.
- d. Refer to Peter’s Calendar for monthly planning.
- e. Vacation notices – refer to calendar.

Data Analytics Report:

Refer to Peter’s computer-generated reports.

Well 6 The well and aquifer are still recovering.

Well 7 The well and aquifer have topped out above the base line.

Well 8 The well and aquifer is at the base line – showing no problems.

Water Use Efficiency Report and Consumer Confidence Report (17 pages) –Peter said the reports were received by the DOH and added to CWA’s website. Please refer to the reports for the details.

WUER Public Meeting – Held every 6 years to report goals for water conservation. The date and time will be posted on DOH website, as required, and CWA’s.

Water System Plan Meeting – Before the DOH will sign off on the plan, CWA is required to hold a meeting and our engineer, Curt Schoenfelder, Wilson Engineers, will present an overview of the WSP. The meeting will be held at the Country Club facility.

Adjourned: Gael Fisk moved to adjourn the meeting at 3:33 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____