

**Camano Water Association
Board Meeting Minutes
May 18, 2021**

Call to Order: The meeting was called to order at 2:07 p.m., at the Country Club facility.

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

Guests:

Members: Ross Michel

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

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

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

Source – On May 5, the Forest Service Practice permit was disapproved due to additional information required; Lenore received a Forest Tax number and sending a check for \$1,400 fee.

Storage – The reservoirs at Crest View, Elhardt and the 3 at the office have been pressure washed on the outside by our new employee.

Puget Sound Tree Care is scheduled to come out on Monday, July 12, to remove about 10 trees that hang over and around the Crest View reservoir; the attached estimate is \$3,850.

Distribution – On Thursday evening, April 22, Dan had an emergency call for low water pressure at Elhardt. Dan determined a breaker in the control panel in the booster station had tripped due to low voltage. The breaker was reset, and water pressure was restored.

500 DCVA's have been installed to date.

General – Received a false fire alarm call on Thursday, April 29, in the office. The fire station, Peter, Andrew, and Russell responded. No fire or smoke was found; called Bay Alarm to determine the cause.

Follow up to last month's question: we discussed when to notify customers about a positive Bac-t sample. Do we notify on the first positive sample, or do we wait until the repeat sample results come back from the lab? What do other systems do? Dan spoke with Gina Seegert from Stanwood Water District, and she said they do not notify until the second sample is confirmed positive, in a very short time. Dan is recommending CWA does the same. Board members agreed to the process.

WUER and WSP Meeting – On Friday, April 14, at 9:00 am, the Public Meeting was held. Peter Turner presented the Water Use Efficiency Report (WUER) with a Power Point presentation and a handout. Curt Schoenfelder, P.E., presented the Water System Plan (WSP), giving an overview with a Power Point presentation. The Minutes from the meeting are available.

Russell Marler, new employee, is doing a great job. He has been working with me on the daily reads, work orders, pressure washing, mowing, and painting. The truck's rear bumper has been repaired (insurance coverage) and the tires replaced.

Gallons produced: March 3,620,897 April 4,005,057

New Business:

- a. CD Comparison – Lenore contacted several banks for rates; a comparison spreadsheet is attached. We will look into CD’s and plan to make a decision soon.
- b. New Board Member – Gael Fisk welcomed Ross Michel as Trustee to the Board. Dave Weir moved to make a motion and seconded by Dick Pelland. All approved.

Motion 2021-5-18-1: To welcome Ross Michel as a Trustee member of the CWA Board.

- c. Member emails and requests – Lenore is receiving several emails about water consumption, and various requests. The annual meeting reports and newsletters provide information to members.
- d. LTC tax – New WA state tax effective 1/1/2022; Lenore informed everyone about the new tax of .58 per \$100 based on W2 wages, full time, over age 18 workers. It is like social security or Medicare tax for the employee to pay. Dan asked if the board members would consider paying it and Ron Cooper said the board members would discuss outside of the meeting.

Old Business:

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

- 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
- b. Computers for board members – Peter indicated 7 computers have been ordered at a cost of \$579 + tax (saved \$448 per computer) and will be here around June 11. He will hold an IT class. Board members will have their own CWA email.
- c. Emergency Preparedness meeting – the next meeting is on Wednesday, July 14, 1 – 2 pm. May 12 meeting was cancelled.

Office Report and Communications:

- a. CWA Franchise Renewal every 25 years – Lenore completed the renewal, sent to Island County for approval and I.C. Board will approve; then recorded with I.C. A CWA file has been created.
- b. Credit card increase approved – ordered 7 computers, 3 desks, chairs; painted and new floor.
- c. June newsletter is in progress and will be sent to Databar to print on May 27; received June 22.
- d. Checks signed on Friday, May 28 by Dick, and Gael.
- e. Refer to Peter’s Calendar for monthly planning.
- f. Vacation notices – refer to calendar.

Data Analytics Report:

Refer to Peter’s computer-generated reports. Peter was having some computer problems but reports there is plenty of water. The Consumer Confidence Report (CCR) will be sent to the DOH next week.
 Well 6 The well and aquifer are doing fine.
 Well 7 The well and aquifer are doing fine.
 Well 8 The well and aquifer are doing fine.

Adjourned: Gael Fisk moved to adjourn the meeting at 3:42 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____