

**Camano Water Association
Board Meeting Minutes
June 15, 2021**

Call to Order: The meeting was called to order at 2:00 p.m., at the CWA office.

Roll: Board members: Ron Cooper, Dick Pelland, John Hale, Dave Weir, and Ross Michel. Gael Fisk was not present.

Staff: Lenore Heffernan, Dan Peterson, Peter Turner; Andrew Turner by phone.

Guests:

Members:

Approval of May Minutes: The May Minutes were reviewed and approved as written with a motion by R. Michel and seconded by J. Hale; all accepted.

Approval of May Finance Report: The May Finance Report and check register were in balance and approved as written, with a motion by D. Pelland and seconded by J. Hale; all accepted. Lenore reviewed the Membership list regarding the 4 water shares for Cavalero (Membership Not Paid – Under Contract). Dave Weir and Lenore reviewed this in 2012. Dave Weir moved to make a motion and seconded by Dick Pelland. All approved.

Motion 2021-6-15: For CWA to recover the 4 Memberships allocated to Cavalero and move them to Lots Available for sale by CWA.

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

Source – On Thursday, May 27, a tree came down across the fence, landing on the south reservoir, from the neighbor to the south of the treatment plant. Russell and Dan cut the tree off the reservoir. The fence was damaged but not the reservoir. Future removal of other trees will include it at that time.

Storage – GS2 Construction cleared, graded and added a layer of gravel in the fenced area in preparation for the 30' L x 30' W x 12' H carport to be installed soon.

Western Solar has installed the conduit and poured the concrete pad for the new generators.

Farmer's Supply has laid the gas line for the new generator and will set the propane tank on Tuesday, June 22.

In the back office, Peter and Andrew installed new flooring and replaced the three old desks and chairs.

Distribution – Two new water services have been installed by GS2 Construction and Russell. One on Cascade View and one on Country Club Drive.

504 DCVA's have been installed to date.

There will be a tour of the treatment plant as part of the July board meeting.

Gallons produced: April 4,005,057 May 3,899,676

New Business:

- a. Authorized Designated Agent Agreement form – from Heritage Bank, Board members signed, allows Lenore to call the bank to ask questions.
- b. Accept credit cards – Heritage Bank asked Lenore if CWA would like to know more about taking credit cards; Lenore will find out more information. UDS, the billing software we use also has a credit card option to interface with credit card payments.

- c. LTC Tax – new as of 1/1/2022 – the new tax will be paid quarterly, based on .58 per \$100, for employees without a LTC plan and approval from the state. Board members will meet to discuss the best way to handle the new employee tax; employers are not required to pay it per the state.

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 and Andrew are working on setting up the emails, etc. however, waiting for a person to contact them about the non-profit status, etc.
- c. Direct Deposit update – Lenore received info from the bank to review and will let the board know.
- d. Emergency Preparedness meeting – the next meeting is on Wednesday, July 14, 1 – 2 pm.

Office Report and Communications:

- a. Employees back to office and Covid-19 update – the state has designated June 30 to return to work; also need copies of employee vaccine cards for personnel files.
- b. June newsletter was received on June 11, and everyone did a great job on it; printing and mailing went well. It is also available on our website.
- c. Checks are signed on Wednesday, June 30 by Dick, and John.
- 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. Peter and Andrew reported the datalogger for Well 7 is not working yet.

Peter reported he and Lenore contacted UDS (billing software company) about the higher number of gallons sold and trying to work out the difference in comparison from last year.

Well 6 The well and aquifer have recovered nicely.

Well 7 The well and aquifer – same as Well 6.

Well 8 The well and aquifer are doing fine, and this is the first time it has gone over the static data line – good news.

Adjourned: Ron Cooper moved to adjourn the meeting at 4:11 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____