

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

Call to Order: Gael Fisk called the meeting to order at 2:01 p.m., at the CWA office.

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

Guests:

Members:

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

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

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

Source – Monday, 6/21, the number 1 chlorine pump diaphragm failed, so the number 2 chlorine pump was switched on. Then on Thursday, 6/24, the electric motor on the number 2 chlorine pump failed. We had to install the number 1 electrical motor onto the number 2 pump so we could continue dosing chlorine.

Friday, 6/25, at 10:30 pm, Dan received a call for an improper voltage alarm on the chlorine generator. Russell and Dan met at the treatment plant on Saturday morning to adjust the voltage and reset the chlorine generator; they also adjusted the Start to fill level to the treatment plant storage tanks to cause the wells to start running as soon as the transfer pumps come on.

During the 3-day heat wave, from Friday morning, 6/25 to Monday, 6/28, the treatment plant produced 1,052,287 gallons of water with a daily average of 350,762 gallons per day. At one point, the system came on and ran for 22 hours straight at three hundred gallons per minute. Then on the July 4th weekend, the treatment plant produced 1,193,764 gallons of water in four days, from Friday 7/2 to Tuesday morning 7/6, with a daily average of 298,441 gallons a day.

Storage – Crest View and Elhardt alarm systems have been upgraded from 3G to 4G because they operate through a cellular service.

Distribution – 510 DCVA's have been installed to date.

General – The installation of the new generator for the office has been completed.

Puget Sound Tree Service removed several trees at Crest View property.

We will tour the treatment plant after the board meeting on August 17.

Gallons produced: May 3,899,676 June 6,735,245

New Business:

- a. Late fees/shut off notices – Governor extended the date until September 30.
- b. Office cleaning – The board members asked Lenore to interview cleaning companies for office cleaning; proof of current insurance is required. Long-time company of 22 years has been notified by email and confirmed we will discontinue service due to insurance.

Old Business:

- a. Computers for board members – Peter and Andrew are setting up the emails, etc. and still waiting for a person to contact them about the non-profit status.
- b. Credit Card info and cost for CWA – Lenore contacted UDS billing software, and the annual Web Payment Module is \$995 – waived for this offer. The annual software support will be \$671; however, The Payment Group will pay this amount for the first year. The Payment Group is the payment portal. There will be a link on the CWA website, and a credit card reader (at no cost) in the office. The fee is 3.5% paid at the time of the payment transaction. The agreement will be signed July 30, 2021. Wave Broadband’s monthly fee is \$10 plus tax for a Static IP Address.
- c. Open CD – Since the interest rates are so low, opening new CD account has been postponed.
- d. Direct Deposit – Lenore reviewed the comparison between QB and ADP or a similar company. Board members approved to proceed with ADP. Lenore will report on progress at the next meeting.
- d. Emergency Preparedness meeting – the next meeting is Wednesday, September 8, 1 – 2 pm. Refer to the meeting notes for the July 14 meeting.

Office Report and Communications:

- a. Employees back to office and Covid-19 update – as of June 30, all employees are in the office. Employees provided a copy of their vaccine card for their file.
- b. Sent letter to member account 2-1447-1 regarding high water use in March/April. The sales reps with General Pacific asked us to send the meter and register back to Badger Meter in Wisconsin upon receipt of an RMA. They will perform a test on the meter and register. They said to allow several weeks for mailing and test/manufacture review. The board members agreed this is the best process.
- c. Checks will be signed on Friday, July 30 by Dick, and John.
- d. Refer to Peter’s Calendar for monthly planning and maintenance requirements.
- e. Vacation notices – refer to calendar. Gael will not be at the September board meeting.

Data Analytics Report:

Refer to Peter’s computer-generated reports.

Well 6 The well and aquifer have recovered quickly from the heat wave.

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

Well 8 The well and aquifer has the same pattern as in the past reporting.

Water Sales – Peter estimated is 51 – 52 million gallons this year.

Adjourned: Gael Fisk moved to adjourn the meeting at 4:08 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____