

**Camano Water Association
Board Meeting Minutes
September 21, 2021**

Call to Order: Ron Cooper called the meeting to order at 2:33 p.m., at the CWA office.

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

Guests:

Members:

Approval of August Minutes: There is a correction in the August Minutes, Operations Manager's report, under "General", the last paragraph, second sentence, should say: Motion by John Hale, and seconded by Ross Michel. Motion carried.

Motion was made by John Hale and seconded by Ross Michel to accept the meeting minutes for August 17, 2021, as corrected. Motion carried.

Approval of August Finance Report: The August Finance Report and check register were in balance and approved as written. Motion by John Hale and seconded by Ross Michel. Motion carried.

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

Source – The electrical motor has been installed on the #1 chlorine pump and is now back in service.

Storage – Wester Solar has completed the start-up on the Elhardt generator and is now in service. Automation Electric has repaired the controls to the aeration system.

Distribution – All of the fire hydrants in the distribution system and the curbing at the office have been pressure washed and painted yellow.

522 DCVA's have been installed to date.

General – CWA's Water System Plan and Expansion Area have been approved by Island County. Now it will go back to the Department of Health for their final approval. Then the Board can finally approve and adopt the WSP at the October 19 Board meeting. Curt will prepare the Resolution for Board members to sign at the October meeting. Dave suggested an annual review to note updates, as necessary, by Dan.

Gallons produced: July 7,719,683 August 7,242,296

New Business: Nothing to report.

Old Business:

- a. Computers for board members – Peter and Andrew have the computers ready and met with the board members for an overview before the meeting.
- b. Credit Card update – Lenore said UDS is working on it and hoping it will be ready in October.
- c. Office cleaning company – Lenore is waiting to hear from Doreen about the insurance.
- d. Direct Deposit – Lenore said it seems to be working out fine with Quickbooks.

- e. Emergency Preparedness meeting – the next meeting is Wednesday, November 10, 1 – 2 pm. Please see the meeting notes attached.

Office Report and Communications:

- a. Checks will be signed on Thursday, September 30, by Dick, and John.
- b. Employee reviews will take place on Tuesday, October 5 by Ron and John.
- c. The October newsletter will be ready by October 7 and a group of us will meet on Wednesday, October 13 to prep them for mailing on the 15th.
- d. Refer to Peter’s Calendar for monthly planning and maintenance requirements.
- e. Vacation notices – refer to calendar.

Data Analytics Report:

Refer to Peter’s computer-generated reports. Peter gave additional information about the high/low report.

Well 6 is a little lower than in 2020, still within an acceptable level.

Well 7 Remains static with even levels.

Well 8 draw down was lower, but then recovered better.

Capital Improvement report – Peter noted Bonnie Lane transfer line is still on schedule for 2025. Peter will email the 10-year spreadsheet used for planning the CIP.

Adjourned: Meeting adjourned at 3:43 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____