

**Camano Water Association
Board Meeting Minutes
October 19, 2021**

Call to Order: Ron Cooper called the meeting to order at 2:06 p.m., at the CWA office.

Roll: Board members present: Ron Cooper, Dick Pelland, John Hale, and Dave Weir.

Board members not present: Gael Fisk and Ross Michel.

Staff present: Lenore Heffernan, Dan Peterson, and Andrew Turner. Peter Turner not present.

Guests:

Members: Clay Wallace, interested in Board position.

Approval of September Minutes: Motion was made by Dick Pelland and seconded by Dave Weir to accept the meeting minutes for September 21, 2021. Motion carried.

Approval of September Finance Report: The September Finance Report and check register were in balance and approved as written. Motion was made by Dick Pelland and seconded by Dave Weir. Motion carried.

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

Source – Nothing to report.

Scada – The office and treatment plant Supervisory Control and Data Acquisition (SCADA) screens now communicate with each other, and we can view them remotely.

Storage – Nothing to report.

Distribution – Compliance water samples that have been pulled and waiting for results:

- Total Trihalomethanes (TTHM) and Halo Acetic Acid (HAA5) for disinfection by-products.
- Conductivity for saltwater intrusion.
- Nitrate for septic leaching.

527 DCVA's have been installed to date.

General – CWA has bought a 5' x 10' utility trailer for the riding lawn mower; cost of \$3,491.78.

Gallons produced: August 7,242,296 September 7,527,293

New Business:

- a. Approve and adopt Resolution for Water System Plan – John Hale, Secretary, signed the Resolution. A copy will be emailed to Curt Schoenfelder, Wilson Engineering, LLC.
- b. Newsletter/Ballot – Thank you to the board members for their help with the mail preparations. The ballots were mailed at the post office on Friday, October 15.
- c. Review Annual Meeting Agenda – A review of the agenda topics for the annual meeting.
- d. Liability Insurance Renewal – There was a slight increase to this year's rates.
- e. Health Insurance Renewal – There was a slight increase to this year's rates, about 2%.

Old Business:

- a. Employee Reviews – Ron Cooper and John Hale oversaw the reviews this year in October and met again with employees and completed the process within the first week of November.
- b. Emergency Preparedness meeting – the next meeting is Wednesday, November 10, 1 – 2 pm.

Office Report and Communications:

- a. Accounts Receivable Past Due Report – Lenore said there are several accounts more than 120 days past due. Statements have been mailed bi-monthly with information for financial assistance. The board members said the late fees will begin with the January/February bill dated March 1, 2022.
- b. Checks will be signed on Friday, October 29, by Dick, and John.
- c. Refer to the Calendar for monthly planning and maintenance requirements.
- d. Vacation notices – refer to calendar.

Data Analytics Report:

Refer to computer-generated reports from Andrew and Peter.

Well 6 – September had good recovery.

Well 7 – Still recovering from hot weather; still below the red static line (reference line).

Well 8 - Recovery is in upswing but still below the red static line (reference line).

Andrew presented a new report showing when there is an increase in the water level, indicated by a yellow box on the report; for a reduction in the water level, it is shown by a blue box on the report. Each box in the column for the month represented a day and an amount. It also showed the seasonal overview of the consumption in yellow (summer) and reduction in blue (winter).

Andrew reported on the website with 22 views; there have been 16 thousand visitors over time, mostly during the job ads and possibly people moving to the area looking for information.

Dave Weir asked about the status of the well on Mountain View Road. Dan said it is not capped. We also need new maps of the 3 new extension areas listed in the Water System Plan. Dan and Peter are working on these with the engineer.

With this meeting, Dave Weir has retired from the CWA Board. We had a thank you card, and the October newsletter recollected a few of the many accomplishments of his thirteen years as a board member.

Adjourned: Meeting adjourned at 3:59 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____