

**Camano Water Association
Board Meeting Minutes
November 16, 2021**

Call to Order: Ron Cooper called the meeting to order at 2:03 p.m., at the CWA office.

Roll: Board members present: Gael Fisk, Ron Cooper, Dick Pelland, John Hale, 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 October Minutes: Motion was made by John Hale and seconded by Ross Michel to accept the meeting minutes for October 19, 2021. Motion carries.

Approval of October Finance Report: The October Finance Report and check register were in balance and approved as written. Motion was made by Gael Fisk and seconded by John Hale. Motion carries.

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

Source – On Saturday, 11/16, at the annual meeting, Gael Fisk signed the contract with Springbrook Nursery to clear the trees at the Treatment Plant. On Friday, 11/12, Springbrook moved in to start the project on Monday.

Storage – The 200,000-gallon reservoir has been lowered to 150,000 gallons to help turn water over and lower the disinfection by-products (DBP).

Distribution – Results from DBP compliance water samples taken on Friday, 10/8 – see attachment.

Cascade View sample site:

- Total Trihalomethanes (TTHM) = 48.9 with a maximum contamination level (MCL) of 80.
- Halo Acetic Acid (HAA5) = 44.4 with a maximum contamination level (MCL) of 60.

Cavalero Road sample site:

- Total Trihalomethanes (TTHM) = 51.0 with a maximum contamination level (MCL) of 80.
- Halo Acetic Acid (HAA5) = 39.5 with a maximum contamination level (MCL) of 60.

537 DCVA's have been installed to date.

General – The carport that was approved to be installed this year will need a permit. Dan spoke with Wilson Engineering, and they are going to give us a cost estimate to do the permit.

Gallons produced: September 7,527,293

New Business:

- a. Board Members for the next 3-year term and next election dates:

Motion 2021-11-16-1: Gael Fisk moved to have Clay Wallace to become a Trustee of the CWA Board. Seconded by Ross Michel. Motion carries.

Gael Fisk	President	2022	Ross Michel	Trustee	2024
Ron Cooper	Vice President	2024	Clay Wallace	Trustee	2022
Richard Pelland	Treasurer	2023			
John Hale	Secretary	2022			

- b. Update Bank Signatures – Lenore will contact Heritage Bank.
- c. Review CWA Fees for 2022 – Board members and staff discussed the fees. The notice will be sent with the January bills.

Motion 2021-11-16-2: Gael Fisk moved to raise Transfer of Membership fee from \$175 to \$200.
Seconded by John Hale. Motion carries.

- d. 2020 Taxes – Michael Dame, CPA, sent the forms for Dick Pelland to sign and the taxes were filed by November 15.

Old Business:

- a. Evaluate Annual Meeting – Board members and staff agreed the meeting’s reports by the Treasurer and President, a slideshow of the work conducted in the system and comprehensive reports from Dan, Peter, and Andrew, were conveyed quite well. Three members attended, asked questions, and overall, the annual meeting was successful.
Board members said the statement from the CPA will be accepted next year as well.
- b. Emergency Preparedness meeting – the next meeting is Wednesday, January 12, 1 – 2 pm. Please refer to the meeting notes. The generators at the office are in use and SCADA at the treatment plant has been completed. Dan and Russell will test the radios before the next meeting.

Office Report and Communications:

- a. Gift Cards in December for 4 service providers – Board members approved.
- b. Office cleaning begins on November 15 – insurance certificate has been received.
- c. Checks will be signed on November 30, by Dick and John.
- d. Refer to the Calendar for monthly planning and maintenance requirements.
- e. Vacation notices – refer to calendar.

Data Analytics Report:

Refer to computer-generated reports from Andrew and Peter.

Well 6 – October recovery production is starting to slow down; the blue line is above the red static line.

Well 7 – October is showing the blue line starting to reach above the red static line.

Well 8 – October shows the blue line never reached above the red static line and follows previous year’s records.

Andrew reported the past month’s website visits were down slightly from the summer months.

Board members asked Dan to have Russell Marler, Field Tech, attend the December meeting.

Adjourned: Meeting adjourned at 3:27 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____