

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

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

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

Staff present: Lenore Heffernan, Dan Peterson, Andrew Turner, Peter Turner, and Russel Marler.

Guests: Mike Dame, CPA, gave an overview about understanding "assurance"; the financial statement preparation, and comparisons between compilation, review or an audit. New standards for 2021 and costs were reviewed. It was determined that 2021 would be a Review; 2022 and 2023 would be a Financial Statement; 2024 and 2025 would plan for a Review because of the Bonnie Lane CIP.

Members:

Approval of November Minutes: Motion was made by Ross Michel and seconded by John Hale to accept the meeting minutes for November 16, 2021. Motion carries.

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

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

Source – We have a neighbor at 1657 Bonnie Lane, and his property borders the northwest corner of the treatment plant property. A corner of his backyard fence crosses over into CWA's property, and he is claiming our survey is wrong. We will be setting the fence on a five-foot set back around the entire property to maintain both sides of the fence. We do not need to have his fence moved but we should send them a certified letter stating that it is CWA's property and CWA will maintain the fence and property markers (pins). See survey attached. Dan asked Andrew to draft a letter, have approved, Gael will sign, and then send certified mail to homeowners sharing property lines with CWA. Gael said there is an RCW to refer to.

The tree clearing is 85% complete.

Storage – Dan is looking at another bid for the carport. Originally, we had a bid from HCI Steel Buildings in May 2021 at a cost of \$8,507.70. Now the cost has increased \$4,485.43 plus \$1,500 for a set of plans to submit to Island County for a building permit. The total cost would be \$14,1493.43. See HCI attachment.

Distribution – Dan is asking the Board to approve ordering another 100 setters, double-check valve assemblies (DCVA), boxes, and lids at a cost of \$56,741. There is a cost increase of \$400 from last year and if we order before January 3, we will miss a cost increase on the DCVA valves of 10% = \$1,340. See HD Fowler attachment.

Motion 2021-12-21-1: John Hale moved to have Dan proceed, as discussed, with the purchase of 100 units of DCVA's from HD Fowler, at a total budgeted cost of \$56,741. Seconded by Clay Wallace. Motion carries.

542 DCVA's have been installed to date.

General – The DOH has approved CWA's Water System Plan. See attachment.

Gallons produced: October 3,075,071 November 3,224,155

New Business:

- a. Small Claims Court – Lenore informed everyone about the notice for court on January 6. Gael, Ron, Dan, and Lenore will sign in from homes and office to attend the Zoom court meeting with a mediator. This is regarding account 002-1447-1 on Country Club Drive.

- b. Update Bank Signatures – Lenore had the Board members sign forms for the bank.

Old Business:

- a. 2022 Budget – The Board members will approve at the January meeting.

- b. Emergency Preparedness meeting – the next meeting is Wednesday, January 12, 1 – 2 pm.

Office Report and Communications:

- a. WA Cares employee tax begins 1/1/2022.
- b. Employee Policy manual – Lenore asked for approval to have ATHR update the policies due to state and federal changes. The Board members approved. Estimated cost is \$2,500.
- c. New computers for staff – Peter said Lenore will need a new computer, and one for IT.
- d. Credit cards are not accepted yet.
- e. Cascade View Drive – there are 2 parcels that owners say they do not need water shares for them; however, Bylaws require them. Lenore has on-going communication with them.
- f. Board members will be using new CWA emails and computers beginning 1/1/2022.
- g. Checks will be signed on Thursday, December 30, by Dick and Ron.
- h. Refer to the Calendar for monthly planning and maintenance requirements.
- i. Vacation notices – refer to calendar.

Data Analytics Report:

Refer to computer-generated reports from Andrew and Peter.

Andrew reported the past website visits had increased. He is working on an Emergency Page with resources from DOH, and others. CWA has 703 member’s emails on file.

Water Sales were down slightly for 2021; Annual projections are still on target for the year.

Adjourned: Meeting adjourned at 4:08 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____