

**Camano Water Association
Board Meeting Minutes
January 18, 2022**

Call to Order: Gael Fisk called the meeting to order at 2:02 pm, at the CWA office.

Roll: Board members present: Gael Fisk, Ron Cooper, Dick Pelland, John Hale, Ross Michel, and Clay Wallace.

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

Guests:

Members:

Approval of December Minutes: Motion was made by Ron Cooper and seconded by Dick Pelland to accept the meeting minutes for December 21, 2021. Motion carries.

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

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

Source – Nothing to report.

Storage – Nothing to report.

Distribution – Nothing to report.

General – Dan said Gen Pac increased the meters \$10 each and he will need to order 100 meters.

Ron Cooper moved to approve the purchase of 100 meters. Seconded by Dick Pelland, all approved. Motion carries.

Motion 2022-1-18-1: Approve \$7,100 for replacement meters.

Service Area Extension on the South End of the Water System

Dan reported there have been inquiries about serving water to the lots on the south end of our service area. Dan contacted our engineer and Curt sent an email outlining two options for consideration to supply water to this area. Please see the email for details. The board members reviewed the options. Ron Cooper moved to have Dan contact the engineer. Seconded by Dick Pelland, all approved. Motion carries.

Motion 2022-1-18-2: Approve feasibility study with south expansion area along Highland Drive.

543 DCVA's have been installed to date.

Gallons produced: November 3,224,155 December 3,157,347

New Business:

- a. Small Claims Court – Gael reported the outcome of the mutual decision with the CWA member (account 2-1447-1) and mediator. A refund of one-half of the water amount will be issued by check on 1/31/2022. The leak adjustment will remain with the property. Gael signed the letter from Island County Court. Refer to the file for details.

Old Business:

- a. 2022 Budget – The Board members reviewed the budget. Ron Cooper moved to approve the 2022 Budget. Seconded by Dick Pelland, all approved. Motion carries.

Motion 2022-1-18-3: Approval of 2022 Budget.

- b. Emergency Preparedness meeting – Lenore said Dan will continue to work on finding radios for communicating within the service area. Please refer to the meeting notes. The next meeting is Wednesday, March 9, 1 – 2 pm.

Office Report and Communications:

- a. WA Cares employee tax – waiting for confirmation from the state.
- b. Credit cards update – this is a complicated process, and Pete and I are working on it.
- c. Cascade View Drive – An owner of one parcel to the north has asked the board members to consider that if a parcel has no access that a water share is not needed. The board members are requesting the owner to provide confirmation from Island County that it is recorded on the deed that it is unbuildable and open space land. Lenore will email the owner.
- d. Board members, staff & emergency lists updated – everyone received contact information.
- e. Checks will be signed on Monday, January 31 by Dick and John.
- f. Refer to the Calendar for monthly planning and maintenance requirements.
- g. Vacation notices – refer to calendar.

Data Analytics Report: Refer to reports from Andrew and Peter.

The Water Use Efficiency Report (WUER) for 2021 has been sent to the DOH and added to our website. The total water produced and purchased in gallons is 56,082,582; the distribution system leakage is 1.4% and the 3-year annual average is 3.5% for 2019, 2020, 2021. The public forum was held May 14, 2021, the goal remains unchanged for the next several years – to reduce the single-family sales by an average of 5% per year for the next five years. Due to the pandemic situation in 2020 CWA was not able to hold a public forum or fully reach the goal we had set previously. The customer goal is re-established every 6 years through a public process.

Andrew has drafted a letter to homeowners of surrounding property at the treatment plant about the fence location of 5 feet inside the property line, allowing access to mow the grass. The letter will be sent certified mail soon.

Well 6 aquifer recovery is continuing to follow the normal recharge.
Well 7 aquifer recovery shows the same around the static line level.
Well 7 aquifer recovery is consistent with the past in being below the static line level.

CIP – the end of the year projection is particularly good and there are funds for a service truck if needed.
Sales – the sales are on target with the projections. Peter will be updating the spreadsheet(s) and will send to Dick when ready.

Adjourned: Meeting adjourned at 3:58 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____