

**Camano Water Association  
Board Meeting Minutes  
February 15, 2022**

**Call to Order:** Gael Fisk called the meeting to order at 2:00 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 January Minutes:** Motion was made by Ron Cooper and seconded by Dick Pelland to accept the meeting minutes for January 18, 2022. Motion carries.

**Approval of January Finance Report:** The January Finance Report and check register were in balance and approved as written. Motion was made by Ron Cooper and seconded by John Hale. Motion carries.

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

Service Area Extension on the South End of the Water System

Dan contacted our engineer, Curt, and he sent the estimated construction costs for 4 phases for the project (attached). To summarize, the total 7,800 LF estimated cost would be \$1,903,041 and engineering design and construction admin would be \$475,000 (25% of constructions cost). We need to know how many wells there are, how many parcels are there? Draft agenda for meetings: Two public/zoom meetings would be planned, and letters sent to all property owners in the expansion area.

Doors and locks quote (attached) was updated and new amount for doors and frames \$28,304 plus tax; locks \$2,762; shop painting one color \$3,450. Total \$34,516

566 DCVA's have been installed to date.

Gallons produced:   December   3,157,347   January   4,036,554

**New Business:**

- a. Assign Secondary board member for October employee reviews – John Hale will be the primary and Ross Michel will be the secondary.
- b. Heritage Bank – Cetera reps scheduled a Webex on 2/17 with Dick and Lenore; will report at the next board meeting.

**Old Business:**

- a. Cascade View Drive parcel – Owner of parcel sent CWA email from Island County and they could not say whether the property is unbuildable. Refer to the emails. Board members are following the CWA Bylaws with reference to 90 days. Lenore will email owner with decision.
- b. Emergency Preparedness meeting –The next meeting is Wednesday, March 9, 1 – 2 pm.

**Office Report and Communications:**

- a. WA Cares employee tax – Employee tax postponed until July 2023.
- b. Credit cards update – Peter recommended we use a non-integrated system; board members approved. The credit card implementation should be online in a few days; Lenore will proceed.
- c. Relinquished a second water share on Crest View Drive – Owner cannot divide property.
- d. Checks will be signed on Monday, February 28 by Dick and John, Ron is the back up.
- e. Refer to the Calendar for monthly planning and maintenance requirements.
- f. 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 wells and aquifer recharge is good from all three wells and daily averages for the past three months are fairly consistent.

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.

Peter will have the reports for 2021 for the next board meeting. Lenore will update the financial spreadsheet for 2021 and send to Peter to finish his reports.

**Adjourned:** Meeting adjourned at 3:54 pm. All board members approved.

**Reported by:** L. Heffernan, Business Manager

**Secretary:** \_\_\_\_\_

**Date:** \_\_\_\_\_