

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

Call to Order: Gael Fisk called the meeting to order at 2:01 pm, at the CWA office.

Roll: Board members present: Gael Fisk, Ron Cooper, Dick Pelland, John Hale, and Clay Wallace. Not present: Ross Michel
Staff present: Lenore Heffernan, Dan Peterson, Andrew Turner, and Peter Turner.

Guests:

Members:

Approval of February Minutes: Motion was made by Ron Cooper and seconded by Clay Wallace to accept the meeting minutes for February 15, 2022. Motion carries.

Approval of February Finance Report: The February 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.

Past due accounts were discussed, and Lenore has sent several notices to those whose water may be shut off in April. We are working with some members to contact the agencies that provide assistance. Others are paying the current bill plus \$100 - \$200 on the past due amount every month. Lenore will contact the Co-op for recommendations for seriously past due accounts.

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

Source – One of the diaphragms in the backwash control valve on the filter system failed, causing it to leak water through the air control solenoid. We had two extra diaphragms and we did the repair. After the repair was completed, Dan called A-tec, the manufacturer of the filter system, to order more diaphragms and was informed this part is no longer available. We will need to replace all 10 backwash filter control valves and the manifolds will need to be modified to fit the new valves. Dan provided photos to help explain and he is waiting on a price quote from A-tec.

Storage – On Monday, February 22, 6:30 am, Dan received a high/low water alarm at the Crest View reservoir. A tree had fallen across the power feed line and tore the line off the pole. Dan contacted PUD and within a few hours power was restored.

Distribution – Russell has been concreting around valve cans and installing markers on the ones that are hard to find.

Update on the South End Water Main Extension – Wilson Engineering is working on a cost estimate to organize and prepare a public meeting presentation. Curt sent an estimate and scope for services at \$7,968 – refer to attachment. Board members agreed to spend this amount and move forward. Peter will prepare a general outline for the board members, such as costs, how to pay for it, etc.

Fence at treatment plant – Dan said an area needs a culvert to accommodate installing the fence.

566 DCVA's have been installed to date.

Gallons produced: January 4,036,554 February 2,903,536

New Business:

- a. Juneteenth – board members will inquire if a paid holiday or not.
- b. Bylaws and Policies – The attorney will review and send changes as needed.

Old Business:

- a. Cascade View Drive parcel – Owner was notified of the board members decision for memberships.
- b. Emergency Preparedness meeting – Dan is waiting for an installation date for the new doors. He is also waiting for new bids for the fence at the treatment plant and the carport behind the shop. The next meeting is Wednesday, June 8, 1 – 2 pm.

Office Report and Communications:

- a. Cetera – Board members will sign the forms to update current President, VP, Treasurer and Secretary.
- b. Credit cards update – We are now taking credit cards and have received several payments already. TPG fee is 3.5% and CWA does not charge a fee for now.
- c. Opportunity Council Agreement – Board members signed the agreement; assists with water and electric bills in Island and Whatcom counties. The agencies will be added to the website.
- d. Checks will be signed on Thursday, March 31 by Dick and John.
- 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.

Peter and Andrew updated the 2021 reports and said we are on target for 2021 year-end financials.

The wells and aquifer recharge are good for all three wells and daily averages for the past three months are consistent; they are still in the recharge period (winter).

Well 6 aquifer recovery is continuing to follow the normal recharge.

Well 7 aquifer recovery shows the same around the static line level.

Well 8 aquifer recovery shows above the static line level for the longest period since the dataloggers were installed in 2014.

Peter and Andrew have created a bar code system for the inventory and a scanner and bar code printer will be ordered. They will start with the most-used parts, making it easier to reorder them and eventually everything will have a bar code.

Adjourned: Meeting adjourned at 3:44 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____