

**Camano Water Association
Board Meeting Minutes
April 19, 2022**

Call to Order: Gael Fisk called the meeting to order at 1:58 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: Dan Wilson

Approval of March Minutes: Motion was made by Dick Pelland and seconded by Ross Michel to accept the meeting minutes for March 15, 2022. Motion carries.

Approval of March Finance Report: The March 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. Although CWA does not have a payment plan policy, board members discussed and approved a payment plan for member 2-1015-1 for monthly payments on past due \$1,054 and current bi-monthly bills to bring the account paid in full no later than October. Lenore will send the information to the member certified mail, and a door hanger; his voice mail on phone is full.

We also reviewed the procedures for pink door hanger shut off notices – a Final Notice is mailed when 4 months past due. We have used pink door hangers in the past; however, we are reviewing whether to continue doing so because due dates are on the bills and the calendar on the website. See New Business for May meeting to determine using pink door hangers.

Credit cards payments are working out well. Homes sold YTD – 19 and Lots sold YTD – 4.

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

Source – Neighbor at the treatment plant had his property surveyed and front corner agrees with our survey and the other back corner shows his fence is on CWA property. He has called a locate and moved some shrubs and we will give him time to move the fence. If needed, a letter from our attorney will be sent asking him to move the corner of his fence.

Storage – Doorman door company has installed 7 of the 9 new doors. This project should be complete by the end of April. The installation looks good.

Distribution – 216,000 gallons of water was flushed during the annual flushing in March.

22 shut off notices were delivered on April 6 and 7 left to pay as of Friday 15th. The shut off date is Monday, 18th.

571 DCVA have been installed YTD.

Update on the South End Water Main Extension – Curt emailed 2 Options for sending the letters, questionnaire, and public meeting information. We have chosen Option B and Dan will let him know.

Gallons produced: February 2,903,536 March 3,662,242

New Business:

- a. Treasurer – replacement for Dick Pelland, Treasurer, June meeting will be his last meeting.

Old Business:

- a. Juneteenth – board members said it will not be a paid holiday now and will review each year.
- b. Emergency Preparedness meeting – The next meeting is Wednesday, June 8, 1 – 2 pm.

Office Report and Communications:

- a. Reviewing Employee Handbook with ATHR – Lenore had 2 meetings and the next meeting is April 26 to review the earlier checklists for policies and will be updating State and Federal laws. All changes will be noted and available for review when ready.
- b. Checks will be signed on Thursday, April 28 by Dick and Friday, April 29 by John.
- c. Refer to the Calendar for monthly planning and maintenance requirements.
- d. Vacation notices – refer to calendar.

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

The information for the March '22 well data indicated that while the wells are still seeing a good rate of recharge, daily averages are down slightly from the months before. Andrew indicated that this was not a problem, but something that will continue to be monitored over the coming weeks and months.

Well 6 continues to see the best level of recovery for this period, on average showing better daily water levels.

Well 7 has seen a slight reduction in average daily water level, which could have resulted from an uptick in consumption during March.

Well 8 (like Well 7), shows a small decline in daily averages while the recovery remains good in general terms.

In an update to the inventory system, Andrew ran through some of the changes that were being made in the switch from the inventory system we currently use, to the new system we want to see implemented. Special focus is being placed upon ease of use, and scalability of the system to meet future needs. A rollout date for the new system is not currently set, but a limited scale test will be implemented soon for additional information, data, and troubleshooting purposes. A series of larger scale rollouts featuring more elements of our inventory will continue throughout 2022.

Adjourned: Meeting adjourned at 3:05 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____