

**Camano Water Association
Board Meeting Minutes
May 17, 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, Ross Michel and Clay Wallace.

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

Guests:

Members: Dan Wilson

Approval of April Minutes: Motion was made by Ron Cooper and seconded by Dick Pelland to accept the meeting minutes for April 19, 2022. Motion carries.

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

Past Due accounts update – 2 accounts have new payment plans and one account will be working with the Opportunity Council. Late Notices and Shut Off pink cards will be sent out by June 6.

Homes sold YTD – 22 and Lots sold YTD – 6.

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

Source – Nothing to report.

Storage – The 1" meter and spring check valve failed at the Elhardt reservoir. Meter and valve have been replaced.

Doorman door has completed installing all 9 doors and we are in the process of painting the doors.

Distribution – Two new water services have been installed for MarvLHomes on Elhardt Street, lot 16 and Edgewood Drive, lot 16.

573 DCVA have been installed YTD.

Update on the South End Water Main Extension – Curt emailed a draft letter, map, and questionnaire (all attached) that will be sent out to lot owners in the south end expansion area. We will be sending the information packet out around the beginning of June and schedule the meeting for a Monday evening, mid-July. Specific dates have not been finalized yet.

Gallons produced: March 3,662,242 April 3,313,068

New Business:

- a. Pink Shut Off door hanger – WAC 480-110-355 Discontinuing of Service – shut off notices are required per the WAC and will add it to the website.

Old Business:

- a. Treasurer replacement – Ross Michel will be the Treasurer effective July 1. Dick's last meeting is June. Also, the banks will need to be updated with the current check signers after July 1.
- 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 emailed the board members with 7 Policy questions and replied at this meeting.
- b. CPA filed an extension; will contact Lenore soon.
- c. Checks will be signed on Tuesday, May 31 by Dick and Gael. Ross will join Dick for the review process for invoices, checks, bank statements and Quickbooks reconciliation.
- d. Refer to the Calendar for monthly planning and maintenance requirements.
- e. Vacation notices – refer to calendar.

Data Analytics Report:

The information for the April '22 well data indicated that while the wells are still seeing a good rate of recharge, although Andrew indicated we may be seeing the beginning of the expected lowering of the water level as we start to head toward the summer months. As stated last month, Andrew indicated that this was not a problem, but something that will continue to be monitored by the staff.

Well 6 once again seems to have a good level of water (continuing to sit above the static level), though as mentioned, daily averages are beginning to drop slightly.

Well 7 during April also saw a swing in water levels exhibiting changes to both higher and lower daily average water levels, splitting evenly at fifteen days each when compared to the prior month.

Well 8 seems the most consistent during April and displays some gains in overall water level with more days with a higher daily average of water, and few days with a lower level as compared to the previous month.

We were provided a financial update during the meeting, and Andrew was saying that construction costs have been rising substantially and may begin to impact the timing of our new projects. Although (as was mentioned), construction costs are not the only factor that will contribute to this, they are, at the current time, the most troublesome to our timeline of potential projects. This information will be monitored, and our projections will be adjusted accordingly.

Adjourned: Meeting adjourned at 3:47 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____