

**Camano Water Association  
Board Meeting Minutes  
June 21, 2022**

**Call to Order:** Ron Cooper called the meeting to order at 2:02 pm, at the CWA office.

**Roll:** Board members present: Ron Cooper, Richard Pelland, John Hale, Ross Michel and Clay Wallace. Board members not present: Gael Fisk.

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

**Guests:**

**Members:** Dan Wilson was not present.

**Approval of May Minutes:** Motion was made by John Hale and seconded by Ross Michel to accept the meeting minutes for May 17, 2022. Motion carries.

**Approval of May Finance Report:** The May Finance Report and check register were in balance and approved as written. Motion was made by Clay Wallace and seconded by Richard Pelland. Motion carries.

Homes sold YTD: 23, and Vacant lots sold YTD: 7. One membership relinquished and recorded with I.C. Past Due accounts update – 2 meters were locked; one paid in full; one is still locked.

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

Source – A new foot valve was installed on one of the permanganate pumps, and pump was put back into service. On Saturday morning 5/28, there was a Zone 4 chlorine generator alarm. I met with Russell at the treatment plant and discovered the brine tank was out of water causing the alarm. We adjusted the float; the brine tank filled, and the alarm reset.

Storage – The 200,000-gallon reservoir stop fill mark was turned up from 150,000 gallons to 180,000 gallons for the summer months.

Distribution – On Friday 5/20, a customer called from 1800 SE Camano Drive and said there was water running down their driveway. Upon my investigation, there was water coming out of the hillside of their property and running down the driveway. I called Puget Sound Utility to come out and excavate the 3-inch, A.C. water main, but we could not find exactly where the leak was coming from. I called a leak detection company, Hydrevo Leak Detection, and Rob came out on Saturday morning and located directly where the leak was coming from. Puget Sound Utility came back out on Monday 5/23 and helped repair the leak. Tree roots were the cause and Dan provided photos.

18 shut off notices were delivered on June 6.

573 DCVA have been installed YTD.

Items to discuss

New service truck – the 1992 truck is needing more repairs; we are planning to buy a new truck.

Treatment Plant grading, fence, hydroseed – Dan will get bids and email info.

Carport – will postpone until the treatment plant has been completed – see above.

Excavator – Dan is thinking of buying one and proposing to rent out only to CWA when needed.

The board members seemed agreeable to this proposal.

Update on the South End Water Main Extension – Nothing to report.

Gallons produced: April 3,313,068 May 3,983,611

**New Business:**

- a. Review Bylaw changes from attorney – board members said the changes to the bylaws and policy about memberships and when they need to be paid make it clearer now. “Must” and “Shall” will be addressed another time.  
Clay Wallace moved to accept the bylaw changes, Bylaw 5.22 and Policy #3110. Seconded by John Hale, all approved. Motion carries.

**Motion 2022-6-21:** Accept Bylaw changes from attorney on June 21, 2022.

- b. Summer Newsletter was received on June 16 – topics were informative and a good newsletter.
- c. New board member questionnaire form – this was a suggestion to help with perspective board members. Ron asked if they should attend (in person) 3 - 6 meetings and 4 meetings was preferred as a minimum. Staff and board members will send Lenore their edits to the questionnaire and will be on July's agenda.
- d. Cetera rep sent an email about the better interest rates for CD's. Most of the funds in the Cetera account could be put into CDs for 6 months, 1 year and/or 18 months. The money is currently in a money market at 4 different banks through Cetera at Heritage Bank. Peter will review the costs of the fence, grading, and new truck. However, the Reserve account may be a possibility for the truck.
- e. Cell tower possibility at Monticello site – we received an email, and we will request a zoom meeting to learn more. Lenore will set up a meeting and email everyone with info.
- f. Move board meetings to Wednesday – Gael asked, and everyone agreed.

**Old Business:**

- a. Treasurer “thank you” – on behalf of everyone, Ron said thank you to Richard for 6 years of service to CWA, and Peter presented him with a nice, framed collage of CWA photos.
- b. Emergency Preparedness meeting – The next meeting is Wednesday, September 14, 1 – 2 pm. Refer to the meeting notes. We continue the message “be prepared”.
- c. Locked meter(s) – follow the Bylaws and Policies. There are financial resources.
- d. Rules for easements – some discussion on this topic and Clay indicated he would research, and we will discuss at the next meeting. Dan will contact Curt, engineer, for any info on this.

**Office Report and Communications:**

- a. Reviewing Employee Handbook with ATHR – as state and federal changes are updated as of June, I should be hearing from ATHR in July.
- b. Standard mileage rate increases to .625 per mile on July 1 through 12/31/2022.
- c. Checks will be signed on Thursday, June 30 by Dick and John. Ross will be there to review the 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 May '22 well data indicated that much like in April, the wells are still seeing a good level of recharge. However, as Dan had mentioned earlier in the meeting, and Andrew touched upon here, water consumption had started to see a spike in June. In all likelihood, if this pattern continues, we'll start to see these changes reflected soon in the aquifers as we continue to head into the summer months.

During May, Well 6 showed an appreciable difference in the number of days which had a higher daily average water level when compared to April. Well 6 continues to sit above the static level, though that may change moving into the summer months.

Well 7 saw a slight increase in the number of days during the month that showed a higher daily average of water. Though the number of days increased, the difference in water level is ultimately negligible for the duration of the month.

Well 8 saw the most noticeable decrease during May. Daily averages fell for two additional days during May when compared to the prior month. As such, May was split evenly between higher and lower-level days (fifteen for each) when compared to April (seventeen and thirteen respectively).

Regarding water sales, Andrew talked about how this had dropped between 2021 and 2022 (January to May), leading to a drop in earnings of approximately \$8,900. Andrew and Peter didn't seem to think that it was a cause to worry yet, as we are still able to make up for that shortfall during the summer months. As mentioned earlier in the meeting, signs of increased consumption are beginning to show already as we move toward the end of the month.

**Adjourned:** Meeting adjourned at 3:55 pm. All board members approved.

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

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

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