

**Camano Water Association
Board Meeting Minutes
August 17, 2022**

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

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

Guests:

Members: Dan Wilson

Approval of July Minutes: Motion was made by Ron Cooper and seconded by Ross Michel to accept the meeting minutes for July 20, 2022. Motion carries.

Approval of July Finance Report: The July Finance Report and check register were in balance and approved as written. Motion was made by Ron Cooper and seconded by Ross Michel. Motion carries.

Ron Cooper placed a call to Erik, Cetera rep, and the board members agreed not to open CD's or change anything at this time.

Homes sold YTD: 24 + 5 in July, and Vacant lots sold YTD: 8 + 0 in July
One new lien added in July: 4 total liens.

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

Source – CWA's lawyer is working on a letter to homeowner to the north of the treatment plant about relocating a portion of his fence. Lenore and Dan will set up a phone call with lawyer to provide more details about the fence and surveys, which have been sent to lawyer.

Storage – Nothing to report.

Distribution – On Thursday 8/11, I found a watermain leak on the south end of the system at 595 Mountain View Drive. Adam Blackshear (contractor) came out on Monday 8/15 and did the repair.

17 shut off notices have been delivered.

577 DCVA have been installed YTD.

Update on the South End Water Main Extension – The letter, survey, map and stamped return envelope were mailed to the owners of the properties on August 9. 80 letters were mailed and there are a total of 156 properties – some own several lots.

Dan asked Lenore to send a \$200 invoice to All-Star Hydroseed for use of water.

Gallons produced: June 4,523,959 July 6,727,728

New Business:

- a. Prep for Annual Meeting, Ballots, timeline – On the ballot this year: Gael, John, and Clay. The newsletter, ballot, and agenda are mailed by October 11, 20 days before the annual meeting on November 5.

- b. Board Member Ross Michel said he was resigning as Treasurer, as of this meeting. The board members held a Special Trustees Meeting to accept his resignation with Motion 2022-8-30-1.
- c. Board Members appointed Clay Wallace to Treasurer with Motion 2022-8-30-2 at the Special Trustees Meeting.
- d. Holiday Dinner – Board members requested a dinner at the Country Club room in November – Lenore and Ron will check room availability and email everyone. Cama Beach caterers will be contacted.

Old Business:

- a. Cell tower report – No report for July.
- b. New board member questionnaire form – It is ready and accepted by the board members.
- c. Emergency Preparedness meeting – The next meeting is Wednesday, September 14, 1 – 2 pm.

Office Report and Communications:

- a. October Employee Reviews – John and Clay will conduct the reviews; Lenore will make copies of the previous year for them.
- b. CPA meeting with Lenore on 8/11 for YE 2021 Letter – Gael Fisk signed the engagement letter for 2021 taxes, Lenore will drop off a copy of the letter to the CPA. Mike and new CPA, Alfred, had a tour of the shop and outside area, and then had Lenore make journal entries, and answered some questions. Mike will email Peter for the inventory report for 2021.
- c. Checks will be signed on Wednesday, 8/31 by Ron and John.
- d. Refer to the Calendar for monthly planning and maintenance requirements.
- e. Vacation notices – Refer to calendar.
- f. Budget Timeline – Lenore has a schedule ready for the 2023 Proposed Budget meetings in September and October. The first meeting will be Thursday 9/22 for the first review with staff and the Treasurer.

Data Analytics Report:

No report this month.

Adjourned: Meeting adjourned at 3:29 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____

**Special Trustees Meeting
August 30, 2022**

Meeting called to order at 6:51 pm at Camano Water Association.

Attendance: Gael Fisk, Ron Cooper, John Hale, and Clay Wallace.

John Hale moved to accept the resignation of Board Member, Ross Michel. Seconded by Ron Cooper, all approved. Motion carries.

Motion 2022-8-30-1: To accept the resignation of Board Member, Ross Michel, as submitted in his letter of August 7, 2022.

Clay Wallace is still interested in being Treasurer. He is meeting with Ross on 8/31/2022 to do a hand-off of knowledge. Ron Cooper moved to accept Clay Wallace as the new Treasurer. Seconded by John Hale, all approved. Motion carries.

Motion 2022-8-30-2: Approve Clay Wallace as Treasurer.

Board members discussed having Dan Wilson as a board member. His knowledge and interest in the board will be helpful. Ron Cooper moved to accept Dan Wilson as a new Trustee. Seconded by Clay Wallace, all approved. Motion carries.

Motion 2022-8-30-3: Approve Dan Wilson as a CWA Trustee.

Hydroseeding at treatment plant – The Board members discussed seeding at the treatment plant and will accept the second quote for Agrow-Tech Hydroseeding, scheduled for September/October, depending on when the rain starts. Asking for weed-free and warranty.

Personnel and recruitment matters were discussed.

Board members would like a packet of information for the presentation before the September 17 South Expansion meeting. Dan Peterson and our engineer, Curt, will be emailed.

Meeting adjourned at approximately 8:30 pm (time was forgotten to be noted.) Motion by Ron Cooper, seconded by John Hale, all approved. Motion carries.