

**Camano Water Association  
Annual Meeting Minutes  
November 6, 2021**

**Call to Order:** 9:30 a.m. by President Gael Fisk, at the Camano Country Club – allowed room for social distancing during Covid-19, masks needed, 11 attendees.

Introductions:

**Board members present:** President Gael Fisk, Vice President Ron Cooper, Treasurer Richard Pelland, Secretary John Hale.

**Not present:** Trustees Dave Weir (retired) and Ross Michel.

**Staff present:** Business Manager Lenore Heffernan, Operations Manager Dan Peterson, Office/IT Peter Turner, and Andrew Turner. **Not present:** Field Tech Russell Marler.

**Membership:** Three members attended.

**Guests:** No guests.

**Review Financial Report for 2020:** Michael Dame, CPA, emailed the financial report:

The Camano Water Association (the Association) achieved an increase in Net Assets (revenues less expenses) of approximately \$418,000, or 10% for the year ended December 31, 2020.

The Association continued to make significant investments in fixed assets in 2020, which amounted to over \$639,000. In addition, the Association ended the year with a cash balance of \$801,412, which is an increase of 2% relative to the prior year end. Therefore, the amount of cash that the Association maintained continued to be sufficient to cover all its near-term obligations. The Association continues to operate without any long-term debt.

We would like to congratulate the Camano Water Association and its Member's on the positive operating results for 2020. The Board has continued to do a great job stewarding the funds of the Association.

**Treasurer's Report:** Please refer to a copy for the full report.

Richard Pelland noted CWA, with careful planning and keeping occasional rate increases as small as possible, can consistently maintain the system, handle unexpected emergencies, and accomplish substantial system upgrades without resorting to special assessments. The guiding policy of our association is that decisions we make are Fair, Equitable, and Defensible for ALL our members.

Although the next large infrastructure project, major pipe replacement, is not scheduled until 2025, CWA continued to maintain, upgrade, and improve the system. Numerous projects, including maintenance and service upgrades were accomplished through the year, spending approximately \$233,000.

A significant portion of the money spent went back into the local community through payments for goods and services provided by local contractors and businesses. An estimate of \$108,000 contributed to Island and Snohomish economies.

Each month the Board of Trustees and staff members meet to review the month's operations and review current expenses. The Business Manager produces a report showing the budget for the year and the exact amount spent against each budget item, allowing us to see that we are working within the established budget or have run over.

At the end of each month the Treasurer is required to review each expense incurred. All invoices from the preceding month are reviewed, previously approved by the responsible manager. All deposits and

disbursements are reviewed and compared to the bank statements and Quickbooks reports. All checks receive signatures from two authorized board members.

As Treasurer, I assure the membership that CWA works diligently within Accepted Accounting Practices as verified by our CPA. We monitor our investments and expenditures closely to ensure our business is run in the most efficient manner possible.

**Operation Manager’s Report:** Please refer to a copy for the full report.  
A slideshow of various projects in the system were shown before the meeting.

Capital Improvement Projects 2021 – As part of our Emergency Preparedness, CWA has installed two new generators. One is located at the main office which runs the office and reservoir controls. The second generator is located at the Elhardt reservoir site and runs the pressure pumps and controls. Both generators start automatically when the power goes out. The cost for both Kohler generators was \$37,568.

CWA also upgraded the Supervisory Control and Data Acquisition (SCADA) Controls, allowing us remote access to view the water treatment plant and office reservoirs, at a cost of \$5,000.

Capital Improvement Projects 2022 – CWA will be replacing all the doors at all well sites and pump stations with secure steel doors, locks, and frames.

Distribution – 537 Double Check Valve Assemblies (DCVA) have been installed since 2016.

General – CWA’s Water System Plan (WSP) has been completed and will be approved by the Board Members at the October 19, 2021, board meeting. The WSP is a requirement of the Washington State Department of Health, and it is a 2,000-page document that we coordinate with our engineer outlining how CWA operates, and our future business goals, such as upcoming capital improvement projects and service area extensions.

Water Production Peak Daily Demand:

August 2021 monthly production	7,242,296 gallons
August 2020 monthly production	<u>-7,088,703 gallons</u>
	153,593 more gallons than 2020
August 2021 peak daily demand	290,623 gallons
August 2020 peak daily demand	<u>-255,826 gallons</u>
	34,797 more gallons than 2020

**System Facts:** Peter Turner and Andrew Turner covered several topics: The Water Use Efficiency Program Annual Performance Report 2020, WUE Goal Setting and the public meeting was held on May 14, 2021, at the Country Club facility.

The amount of water customers used for a 3-year period, January - September:

<u>2019</u>	41,258,000 gallons	<u>2020</u>	41,857,000 gallons	<u>2021</u>	42,664,123 gallons
	37.9 gallons per day/person		38.77 gallons per day/person		43.0 gallons per day/person

Water usage from 2009 through 2021 has shown a steady pattern of decreasing, which is in compliance for water conservation reporting to the DOH. Water loss is only 4% which is particularly good.

Wells 6, 7 and 8 have dataloggers that report on the health of the well recovery, downloading the readings to a graph and reported at the monthly board meetings.

Peter keeps a spreadsheet for the monthly rainfall and showed past year’s comparisons.

The aquifer levels for well 6, 7 and 8 show the low dips correlate with summer and the higher peaks correlate with winter, on the graphs. A datalogger read is taken every ten minutes.

**President's Report:** Please refer to a copy for a complete report.

Gael Fisk recognized Dave Weir for all his time and leadership as he shaped Camano Water Association to what it is now. He has been a leader and mentor for the past 13 years and under his stewardship has made the phrase Fair, Equitable, and Defensible the motto of the company. He has looked at the past, worked on the current, and planned for the future. To his credit, the company updated and advanced the system through planning and saving without loans and paying interest. We have managed to improve the system without levying assessments on each connection and keeping our water rates competitive with other local jurisdictions.

We have completed the Water System Plan, reached the half-way point of our cross-connection program, by installing DCVA's, to help prevent contamination of our water mains. Dan has added SCADA monitoring technology.

Dan, Russell, Peter, Andrew and Lenore have continued to provide top service and kept the water flowing through the pandemic. The board and staff continued to meet online on a monthly basis.

We continue to budget and save for the future projects. One of our major emphases is safety and securing our facilities by replacing or adding fencing, doors, and locks. Bonnie Lane pipe replacement will supply better capacity and more pressure to the southern portion of our system to meet fire flow regulations.

**New Business:** No new business to report.

**Election Results:** Lenore gave the results from the ballot count and a total of 62 ballots were received. Ron Cooper was re-elected for a 3-year term. Ross Michel was elected as Trustee for a first term. Voting results are kept with the meeting notes.

Gael Fisk	President	2022	Ross Michel	Trustee	2024
Ron Cooper	Vice President	2024	Vacant	Trustee	
Richard Pelland	Treasurer	2023	Vacant	Trustee	
John Hale	Secretary	2022			

**Destroy Ballots:** Gael Fisk moved to destroy the ballots. Seconded by Ron Cooper, all approved. Motion carries.

**Motion:** To accept the voting and then destroy the ballots per CWA's Bylaws.

**Questions/Discussion:** No comments.

**Adjourn:** Dick Pelland moved to adjourn the meeting. Seconded by Ron Cooper, all approved. Motion carries.

**Motion:** The meeting was adjourned at 10:31 am.

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

\_\_\_\_\_ Date \_\_\_\_\_

**Door Prizes:** Third annual giveaway with items ordered from credit card points.

Next Board Meeting November 16, 2021, Tuesday 2:00 pm.