

**Camano Water Association
Board Meeting Minutes
January 18, 2023**

Call to Order: Ron called the meeting to order at 2:27 pm, at the CWA office.

Roll: Board members present: Ron Cooper, Gael Fisk (video), Clay Wallace, and John Hale.
Staff present: Lenore Heffernan, Dan Peterson, Andrew Turner

The Board Members and employees acknowledged Peter Turner on his retirement, with 9 years at CWA. Ron Cooper recalled several of Peter's many contributions and accomplishments and thanked him for his dedicated service to CWA. Dan Peterson noted his willingness to support him in many ways. We will all miss him and wish him a very happy retirement.

Guests:

Members:

Approval of November Minutes: Motion was made by John Hale and seconded by Clay Wallace to accept the meeting minutes for November 16, 2022. Motion carries.

Note: the December 21 meeting was cancelled due to illnesses, and snowy weather conditions.

Approval of November and December Finance Report: The November and December Finance Report and check register were in balance and approved as written. Motion was made by Clay Wallace and seconded by John Hale. Motion carries.

Homes sold YTD: 51 + 2 in December, and Vacant lots sold YTD: 7 + 0 in December
Liens for January Report: 3 Liens YTD, new lien(s) for December: 0

Operations Manager's Report

Source – Nov/Dec and Dec/Jan: Well 6 – nothing to report; waiting to hear from Aqua Tech and Anderson Well Digging. Ron suggested calling Gene's Well Drilling.

On Tuesday, 12/27, the new bulkhead fitting split in half again; the chlorine tank had to be taken offline and a new fitting installed.

The neighbor north of the treatment plant has moved his fence. Dan will be getting a few new bids for the fencing around the treatment plant.

Disinfection-by-product compliance samples were pulled on Friday 12/30/2022.

Storage – Nov/Dec: Three new pressure transducers with dry boxes have been ordered. Dec/Jan: The water level indicator on the north reservoir at the treatment plant has been replaced.

Distribution – Twelve Shut Off notices have been delivered.

New Employee: Cliff Olson was hired November 29 and will start on December 5.

New Service Truck: On November 27, the new service truck has been purchased from Kendall Chevrolet. Myers Sign installed the door signs and tools moved in; truck is now in service.

Bonnie Lane CIP Updates: Dec/Jan: in January 2024 – we will start the planning and permitting process for the transfer line replacement from the treatment plant up to the Monticello reservoirs.

Truck – The Colorado had the windshield replaced, brake rotors turned, tires rotated, and oil changed.

Dan suggested moving Andrew’s report to after his report; the data coincides much better at this time.

Dan proposed to buy the old service truck and old trailer for \$4,000. Board members agreed.

Water Produced: October 4,259,370 November 3,170,861 December 3,067,503

New Business:

- a. Motion to destroy 2022 Ballots from November Election. Gael Fisk moved to destroy the ballots. Seconded by John Hale, all approved. Motion carries.

Motion 2023-1-18-1: To destroy the ballots from the November 2022 Election.

- b. Bonnie Lane review plan, date, finances – Dan Peterson stated the plan should be reviewed by our engineer for the pipe size and give us current costs as we get closer to 2024 (see CIP Update above). Andrew and Lenore reported the finances are on track for 2025. Board members asked about opening CD’s; Lenore will contact Cetera rep and send info to Clay. We plan to open several, stagger the dates and terms.

Old Business:

- a. AT&T Cell Tower – There was a site meeting on Friday, 11/18, 11 am; Gael, Clay, Dan, Andrew, Peter, and Lenore met with J5 Group to walk the site. We have received the Agreement and maps, and everyone agreed to ask an attorney familiar with cell towers to review everything. Lenore will contact the attorney and forward information to board members and staff for approval. We hope to accomplish this in a timely manner. Lenore heard back from our insurance agent, with a few suggestions, and will pass along to the attorney. Clay Wallace reviewed the Agreement, made some suggestions and this copy will be sent to the attorney.
- b. 2023 Budget approval – Board members reviewed the budget. Clay Wallace moved to accept the budget. Seconded by Gael Fisk, all approved. Motion carries.

Motion 2023-1-18-2: Adopt Proposed 2023 Budget dated 12/16/2022.

- c. Easement information – carry forward to February meeting. Clay will email to everyone to review and be ready to talk about it at the February 15 meeting. He noted, for the future, we may need to put into a policy and include an insert in a bi-monthly bill – guidelines to members for easements.
- d. Employee Handbook board decisions – Lenore emailed a copy of the policies with changes asking for decisions on several policies. Board members and Lenore will meet on Tuesday, January 24 at 6:45 pm.
- e. Emergency Preparedness – meeting on Wednesday, January 11, 1 – 2 pm. The committee meeting talked about keeping Bonnie Lane transfer line on track for 2025, getting new bids for fencing at the treatment plant, and holding off on the carport and excavator.

Office Report and Communications:

- a. Lenore asked board members about someone taking and typing the Minutes at the April meeting; Gael Fisk said she would do this.
- b. The March 1 Newsletter will need to be ready to send out for printing on Thursday, February 16. There will be a statement about the potassium permanganate over feed on weekend of January 13, 14,15, mid-March flushing, and emergency preparedness.
- c. Checks are signed on Tuesday, January 31, by Clay and Ron.
- d. Refer to the Calendar for monthly planning and planned maintenance requirements.
- e. Vacation notices – Refer to calendar.

Data Analytics Report:

The information for December '22 indicated that we are continuing to see to see winter recharge across all our wells (to varying degrees). While well 6 is still out of commission, the impact across them appears much as you would expect.

During December, well 6 saw a continued shift toward continual recharge. The readings for December have been higher every month since September. Every day in December showed recharge over the water levels of the previous month.

Well 7 also saw a marked increase in recharge during the months of October and November. However, as well 7 is under increased load, we are seeing a shorter period of recharge toward the end of the year. In December, ten days reported a lower average water level than we saw in the previous month. It is believed that this stems from the increase in use while well 6 is out of use.

Likewise, well 8 also saw changes to its daily averages that virtually mirror what we are seeing in well 7. During September, October and November, most days showed higher average levels of water than the month before. Like well 7, we see a period of lessened recharge in December. Again, it is likely due to the increased demand placed upon it, and we expect it to settle once well 6 can again begin pumping.

Regarding water sales/projected income, Andrew mentioned that the end of 2022 showed our actual funds exceed projections by approximately \$35,000. It is his belief that we are currently on track for the Bonnie Lane project in terms of funding. It was noted, however, that the situation could change depending on where we find ourselves after any new/updated quotes we might receive related to project costs. – Andrew Turner

Adjourned: Meeting adjourned at 4:06 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____