

**Camano Water Association
Board Meeting Minutes
February 15, 2023**

Call to Order: Ron called the meeting to order at 2:06 pm, at the CWA office.

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

Guests:

Members: Jan Newton

Approval of January Minutes: Motion was made by Gael Fisk and seconded by Clay Wallace to accept the meeting minutes for January 18, 2023. Motion carries.

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

Homes sold YTD: 1, and Vacant lots sold YTD: 0
Liens for January Report: 2 Liens YTD, new lien(s)

Operations Manager's Report

Source – Real Tech permanganate analyzer was ordered at a cost of \$15,520. If we choose to have TMG Services do the installation and start up, labor would be an additional \$2,800 for a total of approximately \$18,320. Board members approved to have TMG to do the install and start up.

Well 6 – The power filter that feeds the VFD has been replaced by Automation Electric. Dan has been in contact with the following companies:

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| 1. Aquatech Well Drilling and Pump | Waiting for price quote |
| 2. Steve Chappel | Waiting for price quote |
| 3. Dahlman Pump and Well Drilling | Waiting for price quote; \$24,000 to replace all in well |
| 4. Genes Well Drilling | Does not have the workforce to do the job |
| 5. Tacoma Pump and Drilling | Booked out until May 2023 |

Storage – The 200,000 gallon reservoir has been flushed, filled, and brought back online.

A Tosi Box (cellular internet) has been installed at the Elhardt reservoir, so we have remote access to the SCADA.

Distribution – Twelve Shut Off notices have been delivered.

Truck – The bed of the new service truck was spray coated to protect it from dents and scratches.

Water Produced: December 3,067,503 January 3,605,897

Data Analytics Report:

The January well information indicated that we are still seeing recharge in our wells 6, 7 and 8. Although well 6 is still unused, it did see an interesting period of minimal reduction to water level in line with wells 7 and 8.

Unlike December, well 6 saw a period of reduction during January. Though the well remains out of commission, Andrew suggested that we may be seeing an aquifer-level interaction in relation to water usage from our other points of extraction. When compared side by side, all three wells exhibited level reduction during the same period of the month. However, well 6 did see continued recharge for approximately 22 days during January.

Well 7 saw continued recharge during January, and compared to December, fewer days of marked reduction during the month. As we continue to rely on wells 7 and 8, it remains encouraging to see a reduction in higher consumption days. In January, that provided us with 24 days of overall recharge, versus the 21 of the previous month.

In January, well 8 (much like well 7) saw a period of increased recharge, though it remains in more constant use than we would ordinarily see. When compared to December, well 8 saw recovery for 22 days of the month, compared to December's 20. Despite the increased reliance on wells 7 and 8 during this time, they appear to be keeping up well with the limited demands for water for this time of the year.

In response to the question regarding cloud support for our file systems, Andrew stated that we were currently largely unsupported. There are options for us to utilize without further need to subscribe to any additional services, and the options are being investigated. – Andrew Turner

New Business:

- a. CD update – Clay recommends opening several CDs with staggered terms, with one-half of the total amount in Cetera account. Clay will send an email everyone with information.
- b. Cloud for backup – Andrew reported MyPCBackup closed and he will look into Norton for cloud backup. Board members asked about the various Norton updates and notices; asked Andrew to comment on which ones they should respond to. Gael requested to have Teams available on the computers for meetings as needed.
- c. CWA logo on safety vests, clothing, etc. – Dan will look into this.

Old Business:

- a. AT&T Cell Tower – The attorney is reviewing the agreement. We should also ask about when other carriers are added to the tower; Lenore will email questions to attorney.
- b. Easement information – A workshop will be Wednesday, March 15, 12:15 pm, to discuss and consider writing an easement policy to add to CWA Policies. Clay has created a spreadsheet with every lot and has done extensive research on the various easements in the service area.
- c. Employee Handbook – Board members would like a copy without the comments. Lenore commented there should be some additional fine-tuning to some policies and will contact ATHR.
- d. Emergency Preparedness – meeting on Wednesday, April 12, 1 – 2 pm.

Office Report and Communications:

- a. Safety meetings will be held after the Staff meetings with one manager present, at least once a month to fulfill L&I requirements.
- b. Checks are signed on Tuesday, February 28, by Clay and John.
- c. Refer to the Calendar for monthly planning and planned maintenance requirements.
- d. Vacation notices – Refer to calendar.
- e. Phone bills and costs – Staff met with Svend, Automation Electric, to discuss the Tosi Boxes for SCADA and the Verizon bill; suggested to give it a few months to see how the use is affected, any adjustments if needed, and the amount of the bill. Regarding the treatment plant and office phone bills, Lenore will call to find out if there would be a savings if combined.
- f. Pink water message in the March newsletter – Dan and Andrew have written a message to members based on the emails from DOH.

Adjourned: Meeting adjourned at 4:05 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____