

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

Call to Order: Ron called the meeting to order at 2:33 pm, at the CWA office.

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

Guests:

Members: Jan Newton – will submit the Prospective Board Member questionnaire before the next meeting.

Approval of February Minutes: A motion was made by Gael Fisk and seconded by Clay Wallace to approve the February minutes as presented. Motion passed.

Approval of February Finance Report: The February Finance Report and check register were in balance. A motion was made by Gael Fisk and seconded by Clay Wallace to approve the financial report as presented. Motion passed.

Homes sold YTD: 2 + 2 in February, and Vacant lots sold YTD: 0
Liens for February Report: 2 Liens YTD, no new lien(s)

Operations Manager's Report

Source – Well 6 update: the Board has approved the quote from Dahlman Well & Pump to do the rehab on well 6. They have ordered the pump and motor and will start the project in 2 – 3 weeks. \$24,000 plus tax.

The Real Tech Permanganate analyzer has been delivered. TMG Services and Automation Electric will be out on March 21 to install and do the start-up on the analyzer.

Edwin Plumbing has installed 1" conduit and pulled ½" tubing through the conduit from inside the chlorine room, across the treatment plant over to where the analyzer will be installed.

Storage – nothing to report.

Distribution – five new registers and end points have been installed.
Monthly Bac-T samples were pulled.

Employee – Cliff Olson has resigned his position on February 20, 2023.

Water Produced: January 3,605,897 February 2,786,733

Data Analytics Report:

The February well information indicated that we are still seeing recharge in our wells 6, 7 and 8. While well 6 remains out of commission, its recovery seems to continue with only one day showing any reduction of average water level when compared to the figures from January.

Though January showed a small reduction of average water level in well 6 (across various days), figures for February seem largely back to normal. When compared to January, well 6 only showed a reduction of water average for one day, compared to the eight days of the previous month. Recharge still seems to be adhering to what we would expect for this time of year (if not better) due to the offline status of well 6.

Well 7 seems to be exhibiting some good recharge with twenty days of uninterrupted daily average increases. For the final eight days of February, however, we saw reductions in the average water level. Dan had mentioned that water consumption for the system had been ticking up somewhat from the beginning of March, so this is likely no surprise.

During February, well 8 exhibits the same patterns of use we have seen in well 7. The first twenty days of the month show daily increases, while the 21st through the 28th showed an average decrease. Given that we are entirely reliant on drawing water from wells 7 and 8 at the moment, the levels of recharge are encouraging. Wells 7 and 8 have held up with the (admittedly smaller) demands of 2023 well so far.
– Andrew Turner

Field Technician – the job description will be ready after a few revisions and Andrew will contact several places to run the ad.

New Business:

- a. CD update – Clay talked with Eric at Cetera and three CDs have been opened with different investment banks and financial institutions; Clay has emailed the information to board members and Lenore. He will continue to monitor them, and the balance at the bank, and open CDs as needed.
- b. Gael Fisk moved to accept Dan Wilson’s resignation. Seconded by Clay Wallace, approved. Motion passed.

Motion 2023-3-15: To accept Dan Wilson’s resignation.

Old Business:

- a. AT&T Cell Tower – The attorney has reviewed the Agreement, Lenore and Clay reviewed the Agreement including comments where needed. Lenore will email it to J5 tomorrow and ask for a meeting to discuss some of the highlighted areas. Gael and Ron signed the Application required for Island County and Lenore emailed to J5.
- b. Easement information – A workshop took place on Wednesday, March 15, 1 - 2 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. Gael, Ron, Clay, Lenore, and Andrew discussed how it should be presented to members. Suggestions were to have one page with a photo of a meter showing the area cleared around it from landscaping, etc. and some important points to inform homeowners about keeping the easements and meters clear from everything. It would be sent with bills and add to the newsletters. There would also be a page on the website for further information.
- c. Cloud – Andrew will verify Microsoft One Drive for backup.
- d. CWA logo on vests – Dan and Ron agreed on vests with the logo; Dan will work on this.
- e. Employee Handbook – Lenore indicated that we are in queue for the final printing, and we can make any additional changes to the handbook as needed in the future.
- f. Emergency Preparedness – meeting on Wednesday, April 12, 1 – 2 pm.

Office Report and Communications:

- a. March newsletter was sent with the March 1 bills and all good comments; after it printed Dan cancelled the flushing because 100,000 gallons were flushed in January for the pink water. Teresa added a message to the website that it was cancelled, and Dan set up four Cancelled signs in the service area. Only six calls came in wanting to verify it.
- b. Checks are signed on Friday, March 31, by Clay and Ron.
- c. Refer to the Calendar for monthly planning and planned maintenance requirements.
- d. Vacation notices – Refer to calendar.

Adjourned: Meeting adjourned at 4:19 pm. All board members approved.

Reported by: L. Heffernan, Business Manager

Secretary: _____

Date: _____