

**Camano Water Association
Board Meeting Minutes
April 19, 2023**

Call to Order: Ron called the meeting to order at 2:00 pm, at the CWA office.

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

Guests:

Members:

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

Approval of March Finance Report: The March 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: 4 + 4 in March, 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 Real Tech Permanganate analyzer has been installed. The Atec filter valves have been delivered. We will need to find a contractor to modify the manifold to fit the new valves. The former size is 2" and the new size is 3". The system will need to be taken offline to do the installation and plan to work on the system this winter when the need is lower.

Dahlman Well and Pump will be moving in on Thursday 4/20, to pull Well 6. They will run a camera down to look at the condition of the casing and screen. If the screen is plugged, they will bail, and acid wash the screen. If the pump, motor, and piping is in good condition it will be reinstalled. If Well 6 pump is in good condition, Well 7 will get the new equipment, otherwise, new equipment will be ordered for Well 7.

At this point, Dan is proposing we have Dahlman pull Well 7 and install the new pump, motor, and piping. This well is over 15 years old and one or two of the check valves have failed causing it to pull a vacuum when the well shuts off and the water runs back down the pipe. He strongly believes that is what created the permanganate over feed in January of 2023. At this time, I do not have a written price quote from Dahlman; from my phone conversation with Scott, he said it would be approximately \$20,000 to do Well 7. I will have something in writing from Dahlman for Board members to see before I ask for approval.

Fencing – Dan is proposing fencing only half the area since maintaining the whole area might be challenging with neighbor's trees. Dan will be asking contractors for 2 bids each – one bid to fence the whole five acres and the other bid to fence only around the treatment plant, reservoirs, and Wells 7 and 8. Discussion of planting trees instead of some of the fences.

Storage – nothing to report.

Distribution – 18 Shut Off Notices were delivered, and one meter locked.

Water Produced: February 2,786,733 March 3,213,431

Data Analytics Report:

Wells 6 and 7 are showing some additional usage even though Well 6 is out of commission. Well 7 and 8 recovery didn't recover as anticipated but reliance of those wells were up since Well 6 has been down. Everything is still looking good.

Water Sales – we exceeded last year's expected water sales by \$35K. This year sales are below expectation. Even with the increase of rates, we are still approximately \$3K below last year, however, if the base fee is considered, we are ahead by approximately \$2K. Still optimistic that we will make our goals for next year.

Field Technician – the job ad has had a few hits. Advertising in Bellingham Herald to Everett Herald as well as the water focused organizations such as AWWA and the Co-op. The ad is in the Crab Cracker also. We have received 7 – 10 applications.

New Business:

- a. CD update – Clay added an additional CD. We now have 4 total. 53% CD's and 47% cash accounts.

Old Business:

- a. AT&T Cell Tower – nothing new to report.
- b. Easement education – Clay sent an email with info graphics for the Easement outreach. He is requesting for everyone to review and comment.
- c. Employee Handbook – update finished. Lenore will go over it with Dan and Andrew.
- d. Emergency Preparedness – fencing at treatment plant, records management, manual updates, battery backup were discussed. Next meeting on Wednesday, July 12, 1 – 2 pm.

Office Report and Communications:

- a. Checks are signed on Friday, April 28, by Clay and Ron. Should Lenore be a check signer?
- b. Refer to the Calendar for monthly planning and planned maintenance requirements.
- c. Vacation notices – Refer to calendar.

Adjourned: Meeting adjourned at 3:17 pm. All board members approved.

Reported by: G. Fisk, Vice-President

Secretary: _____

Date: _____