

**Camano Water Association  
Board Meeting Minutes  
January 20, 2026**

**Call to Order:** Peter called the meeting to order at 9:29am, at the CWA office.

**Roll:** Board members present: Peter Turner, Ross Michel, and Richard Mockler.

Staff present: Kaylee Williams, Andrew Turner, Sage Ince, and Stephanie Hamilton.

**Guests:** None.

**Members:** Dorothy Turner.

**Approval of December Minutes:** A motion was made by Rick Mockler and seconded by Ross Michel to approve the December Minutes. Motion passed.

**Approval of December Finance Report:** The December Finance Report and check register were in balance. Ross and Stephanie provided CD maturity updates and information. A motion was made by Ross Michel and seconded by Rick Mockler to approve the financial report as noted. Motion passed.

**Past Due accounts current status; 0 Lien**

Liens for December Report: 0 Lien YTD

**Homes sold YTD:** Homes sold 48 + 3 in December; and Vacant lots sold YTD: 5 + 1 in December

**Operation Manager's Report:**

As reported in November minutes, the Operations Manager, Dan Peterson, quit his position effective immediately on 11/12/2025 AM prior to work hours.

CWA has hired a field tech, Sage, and an operator, Fernando. Fernando and NW Natural Water (satellite management company/SMA) have been training Sage. They have begun to perform a thorough review of CWA's infrastructure and equipment. They are both eager to learn and work hard to make improvements for the Membership.

CWA will begin to receive Operation Reports in February from Fernando.

**Data Analytics Report by Andrew Turner:**

During January's board meeting, Andrew mentioned that while DCVA (double check valve assembly) testing and compliance tasks were completed for 2025. As mentioned in the previous meetings, there will likely need to be some changes to our internal processes to meet the challenges we find with continuing expansions to our DCVA project. Changes have not yet been decided upon, but assessment will continue.

The Wells seem to be replenishing as expected. Though we're not going to be entering a period of heavy use for some months yet, the recovery is still important to keep track of. As has been mentioned before, we're keeping a closer eye on well 6 due to its diminishing performance, but as of yet, the need to intervene or look for an alternate site to place it has not been needed. Whether 2026 will be the year that makes that necessary, is, as yet, unknown.

**New Business:**

- a. 2026 Rates – 2026 rates have increased. Base fee is now \$100 every 2 months. Water consumption fee is now \$1.60/100 gallons.

**Motion: 2026-1-20-1: Approve 2026 rates: base fee \$100/2 months, water consumption fee \$1.60/100 gallons.** A motion was made by Ross Michel and seconded by Rick Mockler. All approved.

- b. Condo Pricing – Kaylee and Stephanie have found issues with the way the condos were originally set-up in the previous software/billing system, UDS. It appears the resolution was incorrect and therefore the reads were calculated at approximately \$0.11/100 gallons. Kaylee has adjusted the resolution for the condos and has updated the pricing to be consistent with CWA's service area. February reports will show whether the changes made corrected the problems. We will revisit this at the February board meeting for updates.
- c. CCC Purchase Request – The staff asks the board for approval to purchase more CCC (cross connection control) parts. CWA has multiple installations due. Sage and Fernando will be able to install these in-house which saves CWA money overall by not hiring outside vendors to complete the projects.

**Motion: 2026-1-20-2: Approve the purchase of CCC parts (100 DCVAs, 100 Setters) from HD Fowler for approximately \$53,000.00.** A motion was made by Rick Mockler and seconded by Ross Michel. All approved.

- d. VP Board Vacancy – The CWA Board has a vacancy in the VP seat. Rick Mockler has agreed to step into the VP seat. Ross Michel has agreed to be both Treasurer and Secretary currently.

**Motion: 2026-1-20-4: Re-elect Peter Turner as CWA Board President.** A motion was made by Ross Michel and seconded by Rick Mockler. All approved.

**Motion: 2026-1-20-5: Elect Rick Mockler as CWA Vice President.** A motion was made by Peter Turner and seconded by Ross Michel. All approved.

**Motion: 2026-1-20-6: Re-elect Ross Michel as CWA Treasurer, and Elect Ross Michel as CWA Secretary.** A motion was made by Rick Mockler and seconded by Peter Turner. All approved.

- e. Fire Station Meter Box Lid – Several weeks ago, the fire station chief had come into the office to discuss with Kaylee a new meter box lid. The reader flap on the lid broke and therefore the entire lid needed to be replaced. The fire station's meter and meter box are larger than the residential meters. Kaylee looked for a meter box lid replacement in CWA's shop and storage, but we did not have an extra. The fire chief purchased a new meter box lid, and he asked Kaylee to discuss the scenario with the board to see whether he could receive reimbursement for purchasing a new meter box lid. The board declined this request for reimbursement. Per CWA's policy #3310 Sec III, "Meter Boxes And Angle Stops: When meter boxes, angles stops, etc., are broken by the customer, contractor, delivery vehicle, etc., the System Manager will determine whether the repair or replacement is to be made by CWA or the customer. If CWA makes the repairs/replacements, the customer will be billed for time and materials."

**Old Business:**

- a. Budget 2026 Planning – Ross and Stephanie finalized the budget for 2026.

**Motion: 2026-1-20-3: Approve the proposed Budget for 2026.** A motion was made by Rick Mockler and seconded by Ross Michel. All approved.

- b. NW Natural Water (King) Contract 2026 – Kaylee and Stephanie never heard back from NW Natural Water regarding the edits we requested for our contract. We now have a field tech and an operator hired, so we will need to restructure our NW Natural Water contract again. Board and staff agreed that we will put in notice that we need to cancel the current contract and create a new contract. Our current needs for NW Natural Water are to come in-office 2 days per week and be on-call rotating with Fernando until Sage is trained. The contract must have our

requested clause added which allows CWA to edit or cancel contract with 30-day notice.

- c. SEP Policy Review – There are no updates on the SEP policy. This will be removed from the agenda moving forward.
- d. CIP Pipe Replacement – Curt from Wilson Engineering is working on reprioritizing CWA's CIP list, specifically pipe replacement. Curt had asked about whether to move meter boxes from backyards to front yards for easier access during the pipe replacement. Curt will work on providing quotes for pipe replacement; a quote with and without moving meter boxes.
- e. Vacation Policy Timeline – The vacation policy benefit was changed at the December board meeting. Stephanie has asked for clarity on the benefit accrual date. Previously, employees received vacation benefits on their anniversary date. For easier tracking, employees will receive vacation benefits at the beginning of the calendar year, starting 2026. The board approved this decision.

**Office Report and Communications:**

- a. Checks are signed on Friday, January 30<sup>th</sup> by Peter and Ross.
- b. Refer to Calendar
- c. Vacation Notices, refer to calendar
- d. Input from audience – NA

**Adjourned:** Meeting adjourned at 10:53am. All board members approved.

**Reported by:** Stephanie Hamilton

**Secretary:**  \_\_\_\_\_

**Date:**  \_\_\_\_\_