

**Camano Water Association
Board Meeting Minutes
July 15, 2025**

Call to Order: Dave called the meeting to order at 9:30am, at the CWA office.

Roll: Board members present: Dave Weir, Larry Dearborn, Ross Michel, Richard Mockler, and Peter Turner. Jessica Haman was absent.

Staff present: Dan Peterson, Kaylee Williams, Stephanie Hamilton, and Andrew Turner.

Guests: None.

Members: None.

Approval of June Minutes: A motion was made by Rick Mockler and seconded by Larry Dearborn to approve the June Minutes. Motion passed.

Approval of June Finance Report: The June Finance Report and check register were in balance. Ross and Stephanie provided financial updates and information. A motion was made by Ross Michel and seconded by Peter Turner to approve the financial report as noted. Motion passed.

Ross Michel has worked with Heritage Bank to investigate a Line of Credit (LOC) for CWA. He is exploring the options and details. Ross has asked the Board for official approval to continue to apply for a LOC. Ross and Stephanie will continue to work together on finances and budgets for CWA.

Motion: 2025-7-15-1: To approve Ross Michel to continue to work with Heritage Bank on a Line of Credit. Motion was passed and approved.

Past Due accounts current status; 0 Lien

Liens for June Report: 0 Lien YTD, no new lien(s)

Homes sold YTD: Homes sold 16 + 4 in June; and Vacant lots sold YTD: 3 + 0 in June

Operations Manager's Report:

Treatment Plant – Alarm call July 4, 2025, 1:45pm the VFD drives for wells #6 and #7 tripped out due to power outage. Drives were reset, and wells came on.

Alarm call July 5, 2025, 5:36pm Zone #4 chlorine generator improper voltage. Voltage was adjusted and generator brought back online.

Filter update (Solenoid tree): Still waiting for installation date from Atec.

Source – Nothing to report.

Compliance Samples – DOH monthly distribution Bac-t (ND) None Detect.

Distribution – The staff met to discuss endpoint replacement, and we all agree that we need to move forward and get all the endpoints replaced. We are on borrowed with these old endpoints and we could potentially have a mass endpoint failure leaving us no choice but to estimate water bills. We are proposing that we purchase 600 endpoints and replace 100 a month and complete installation by January 2026.

Endpoints	\$150,240.00
Installation labor	\$36,000.00
Estimated cost	\$186,240.00

Double Check Valve Assemblies (DCVA) installed 628 = 54.2% of the system completed.
Endpoints replaced 657 = 56.6% of the system completed. 79 installed this month (July)

Water Produced: 2025

May 4,298,215

June 6,209,963

Data Analytics Report by Andrew Turner:

Andrew started this month talking about the DCVA testing that is currently happening. As of the July board meeting, roughly half of the testing had been completed, with an expectation that the rest would be finished in the coming days. Usually a clean-up appointment is needed for previously inaccessible (either by dirt, or locked access) meter boxes. That will likely take place in September. Andrew believes that the current testers are working out very well, and would like to continue the relationship we have with the company moving forward.

The wells are looking fine, and consumption heading into the summer has been substantial. The months of April, May, and June, all showed increased use of water based on the historical figures we have for 2024. In very general terms, the consumption across those three months will have a positive impact on the financials for 2025 in some way. Although consumption has increased (and as mentioned earlier) the wells are behaving according to our expectation for the time of year, and we currently have no concerns regarding our supply.

New Business:

- a. Military Veteran Hiring – Larry Dearborn requested to research and present findings on if hiring a military veteran for a field tech position would be beneficial. Larry found that the resources and benefits are limited and had a difficult time communicating to the veterans' resources for additional information. Working with these programs was not recommended.
- b. Cancel Office Cleaner – Board and staff are working together to complete third party services in-house by current staff, when applicable. Reason being is to help cut costs to work towards our CIP. Kaylee and Stephanie have agreed to manage the office cleaning responsibilities.

Motion: 2025-7-15-2: To approve the cancellation of any office cleaning service, currently Jenny Clean. Motion was passed and approved.

- c. Board Member Handbook – Kaylee has drafted a new Board Member Handbook. The board would like further time to review the documents, and we will table this discussion until August's meeting.
- d. Jessica Haman Board Resignation – Jessica Haman had submitted her resignation letter to the CWA Board and Staff on 7/11/25.

Motion: 2025-07-15-3: To approve the resignation of Jessica Haman from the CWA Board. Motion was passed and approved.

Old Business:

- a. Mid-Year Fee Increase Proposal (Non WA/BF) – Kaylee and Stephanie have discussed raising the escrow rates as this is a better way to increase income without having to ask the Membership. CWA's current escrow fees are significantly lower than most surrounding water systems. Members will be given a month's notice via our website.

Motion: 2025-07-15-4: To approve the Proposed Fee increases for escrow costs. Motion was passed and approved.

Motion: 2025-7-15-5: To rescind the previous approval for Proposed Fee increases, as the language for the motion was not clear on when the effective date would be. Motion to rescind Motion 2025-7-15-4 was passed and approved.

Motion: 2025-7-15-6: To approve the Proposed Fee increases for escrow costs, to become effective 9/1/2025. Motion was passed and approved.

Motion: 2025-7-15-7: To approve the Proposed Fee increases for escrow costs, to become effective 9-1-2025, and to increase the Island County filing fee to \$303.50 which is what Island County now charges. Motion was passed and approved with Island County revision.

b. Board/Staff Committees – The Board has decided to table this discussion until August’s meeting.

Office Report and Communications:

- a. Checks are signed on Thursday, July 31st by Dave and Ross.
- b. Refer to Calendar – NA
- c. Vacation Notices, refer to calendar – Dan out 7/24 – 7/29
- d. Input from audience – NA

Adjourned: Meeting adjourned at 11:30am. All board members approved.

Reported by: Stephanie Hamilton

Secretary: _____

Date: _____