

**Camano Water Association
Board Meeting Minutes
December 16, 2025**

Call to Order: Peter called the meeting to order at 9:31am, at the CWA office.

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

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

Guests: Curt Schoenfelder from Wilson Engineering.

Members: Ron Cooper, Kathy Rathvon, and Dave Weir.

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

Approval of November Finance Report: The November 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 November Report: 0 Lien YTD

Homes sold YTD: Homes sold 45 + 3 in November; and Vacant lots sold YTD: 5 + 0 in November

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. Dan did not create a report before this departure.

CWA's Operations have positively exceeded expectation since the previous Operator quit. The communication between the office staff, SMAs (satellite management agencies), board members, and membership has improved significantly.

Data Analytics Report by Andrew Turner:

In December's board meeting, Andrew mentioned that both the DCVA testing and the compliance work were drawing to a close for 2025. In looking back at the year, several options avenues for possible improvements to the workflow of each and will be explored before things begin ramping up again in January. While the processes for compliance work will likely not need much work, the increase (year-on-year) of our install base for DCVA units is leading to some unique challenges that may become more pronounced as built-out toward completion continues.

For the wells, things seem to be progressing as expected. Recovery is continuing, and we should be looking at a replenished system as we look forward to the peak demand season of 2026. We'll continue to monitor well 6 which has long been our underperforming site, and whether or not 2026 becomes the year we need to address any long-term issues with production on well 6 remains to be seen. Monitoring these sites will continue as usual, but currently, there are no signs of immediate concern.

New Business:

- a. Wilson Engineering CIP Presentation, Curt – Curt came to the Board Meeting to discuss CWA's CIP list. We have previously voted against moving forward with the Bonnie Lane project due to cost and priority. Curt was asked to create a new CIP List based on priority, pipe age and material, and DOH requirements. Curt agreed that replacing pipes was a priority for our system. Curt received the information he needed and will be in touch with CWA on his reprioritization of CIP pipe replacement projects and to include estimated costs. CWA plans to break ground with CIP pipe replacement in 2026.

- b. Vacation Policy Review – Peter proposed to change the Vacation Policy 4420 for CWA staff. The current policy gives 5 vacation days after the 1st year of employment, 10 vacation days after the 2nd year of employment, and 10 + 1 vacation days after the 3rd year of employment, with a cap of 20 days maximum. The proposed Vacation Policy would change the vacation benefit after the 3rd year of employment, giving staff 15 vacation days. For staff after the 4th year of employment, they would receive 15 + 1 additional vacation day, with a cap of 20 days maximum.

Motion: 2025-12-16-1: Approve Vacation Policy 4420 to change vacation accrual after the 3rd year of employment to 15 days. +1 vacation day every year after the 4th year of employment, with a maximum of 20 vacation days. A motion was made by Rick Mockler and seconded by Ross Michel. All approved.

There will be further discussion regarding when these benefits are granted. Currently, employees receive Vacation benefits after their Anniversary date. The Board is considering having the start date to be changed to Jan. 1st of every year. This will be tabled for further discussion.

- c. SEP Policy Review – The Board want to look deeper into SEP Policy 4480. They will consider different Pension Plan options and percentage options. This topic will be tabled and discussed at a future meeting.
- d. Board Member Recruitment - Board member recruitment articles are always included in the membership newsletters. Kaylee will also add information to the CWA website.

Old Business:

- a. Budget 2026 Planning – Ross and Stephanie have a Proposed 2026 Budget. There will be an upcoming meeting with staff to discuss the budget. The 2026 Budget will be finalized by the January meeting for approval.
- b. NW Water (King) Contract 2026 – CWA did sign a contract to satisfy DOH after the previous Operator quit, effective immediately, prior to work hours on 11/12/2025. We have asked NW Natural Water to add a clause allowing a 30-day notice to all edits/changes/amendments to the contract. They have sent this to their legal team. We do have a valid and rolling contract, so CWA is in compliance with DOH and does have On-Call and Emergency assistance. NW Natural Water has proven to be incredibly helpful and communicative during this transitional period. Additionally, we will look into other SMA bids to compare pricing.

Office Report and Communications:

- a. Checks are signed on Wednesday, December 31st by Peter and Ross.
- b. Refer to Calendar
- c. Vacation Notices, refer to calendar
- d. Input from audience – Ron Cooper brought several concerns to the Board. His main concern regarded the annual fee increases and how CWA is trying to keep costs down. Curt from Wilson Engineering had explained previously that the required CIP projects will be costly and the increased rates will be used to fund this project. With the Operations Manager quitting without notice prior to the shift starting on 11/12/2025, this forced the remaining CWA staff to review current contracts with vendors and cancelled the contracts that were no longer necessary. This alone is saving CWA, and therefore the membership, money. CWA's goal is to hire another Water Operator and a Field Tech to have all work completed in-house instead of opting for third-party vendors to do the work. Ron also asked about how CWA is using NW Natural Water (King Water), asked about November bill issues and complaints, new staff

hires, policy changes and other similar concerns. NW Natural Water is currently being utilized for our field tech and operations functions. Once CWA hires an operator and field tech, NW Natural Water will return to only assisting CWA with specialty or emergency work. There were issues with bills in November due to the transition to the new billing software, Ampstun, needing more data corrections than expected. There were glitches, but Kaylee and Stephanie were communicative with membership and gave updates and assistance, as needed. They also extended the due date and eliminated late fees for this billing period to further ease the Membership. Ron expressed separate concern about Peter and Stephanie becoming CWA staff. Peter is no longer a CWA employee and hasn't been since March 2025. Stephanie has come back to CWA to focus on financials, HR, archive documents relating to structure and maintenance, as well as redundancy for customer service along with the office manager. There is more than enough work for all staff, as they are finally able to focus on the full scope of their positions and maintain the business archives and membership records. Regarding the policy question, the board informed Mr. Cooper that a previous board in 2023/2024 had attempted to update CWA policies and benefits such as the SEP policy. The current Board is going through policies as a committee with staff to make changes as staff input and assistance is a priority in evaluating these policies. Ron is the President of the Camano Country Club, and he stated he hears complaints about water bills from his neighbors. We've asked Ron to please ask these Members to call CWA directly so there is no misinformation. Ron inquired about a benefit Andrew received while there was no business manager or other office staff in late 2024 when Andrew was managing additional responsibilities. The board explained the benefit given at the time was appropriate.

Adjourned: Meeting adjourned at 11:14am. All board members approved.

Reported by: Stephanie Hamilton

Secretary:



Date:

