

# Water Committee Meeting Minutes

## Herron Island Community Center

Date: January 12, 2013

Time: 2:00-3:25

Attendance: Judy Greinke, Chairperson; Kathy Deuster; Dana Gruber, Acting Recorder; Charles Smith, Mike Shettlesworth. Guests: HMC Board members: Mark Anderson, Janet Podell, Diane DeGood, Pat Zazzo, Sherri Anderson; and, Claudia Ellsworth, Island Manager; Leslie Sanderson; Jack Wells.

### **New Business:**

#### **Review Water Committee Charter:**

- Document was signed/approved May 12, 2012
- Email suggestions made prior to this meeting were discussed
- Agreement was made for updating this document to reflect it “reports its activities to the HMC BOARD and coordinates with Island Manager and all other committees as appropriate”.
- Agreement was made to insert “7. Research, evaluate and recommend water related rates and fee schedule” and move to “8. Perform all other duties as assigned by the Island Manager and HMC Board.”
  - Mark Anderson will complete changes to the Charter and send copy to the committee, Island Manager, and Board for approval.

### **Old Business:**

**Recommendation 2.** Substitute installation of an auto dialer alarm system at the Pump House in lieu of the audible alarm that is identified in the project contract.

#### Discussion results:

- Pump House would require a phone line installation. Do not have cost data.
- WA Water may have information on what could work best for HMC.
- Reluctant to do anything more thru USDA loan because of accruing additional interest costs
  - Agreement was reached to install alarm per contract and place sign with what the public should do when alarm sounds and light flashes.
  - Water Committee will follow-up to get auto dialer details after the project is finalized should the need still be considered important.
  - Water Committee/Island Manager will draft wording for sign

**Recommendation 14.** The Board, Island Manager and Water Committee work together to complete the Herron Island Water Department Administrative and Operating Rules document that was started in 2012.

#### Discussion results:

- All input is needed to cover wide range of issues related to water service

- The latest draft copy will be sent to all Board and Committee Members
- Mark Anderson will wordsmith the document and share changes with Island Manager, Board, and Water Committee Members.

**Recommendation 10:** Allow the office staff, water distribution specialist, water committee members and HMC project Resident Inspectors to attend the Radio Read Center training.

Discussion results:

- Badger will provide 2 days training to office staff only. Do not want large attendance distractions.
- Others can be trained by office staff as necessary.
- Badger will use HMC spreadsheet data (addresses, meter and antenna numbers, etc) to create billing software for QuickBooks. This will be done in March or later.
- Decisions must be made about additional information to be included on water bill once meter reading and consumption data is available.

**Recommendation 1.** Due to the cyclic residence population, suggest a reserve retainer account from USDA funds be established to pay for unidentified or unknown issues related to the new water system construction that may be identified during the contract warranty period.

Discussion results:

- Will not use USDA Funds and extend the loan. This would result in almost \$7000 additional interest per month.
- Massana will be responsible for construction related issues during the one year warranty period which started after the substantial construction completion date around the end of December 2012.
- WA water can do pressure tests and other connection issues for a fee.

**Recommendation 8.** Hire an individual(s) who can meet new system operational requirements without jeopardizing HMC liability and water purity. Best interest of HMC and membership must determine decisions.

Discussion results:

- Job description is needed as a starting point.
- Limited use of volunteers and Resident Inspectors (RIs) will be laid off at end of project.
- Substantial customer service by RIs for water system connection/water pressure problem solving has been provided in response to email requests by residents.
- Office can publish a list of plumbers and electricians willing to come to the island but not make recommendations. Input is needed for this list.

**Recommendation 11.** Approve monthly data to be included in quarterly bill showing each month's reading, previous month's reading, and the annual total usage data.

Discussion results:

- Quarterly billing complies with state law.
- Monthly data is helpful information when compared to same month last year
- Badger should be able to help set up this type billing template
- Average usage data is needed to set three tier rate structure
- Rate setting for usage may take up to 3 years of changes to set rates fairly
- Flat rates for water department billing may continue for next fiscal year.
- Consider using postcard for billing to conserve costs; requires additional software

**Recommendation 13.** Keep no more than 34 metal box compatible meters in storage for future use. Provide storage location for spare meters.

Discussion results:

- Need to keep 19 meters for connections that chose to be inactive/locked.
- All assessable unit water connections, whether active or inactive will be included in the capital improvement costs.
- 15 meters were not installed because there was no existing water pipes or service to be connected to. These are included in capital improvement costs.
- 10 meters are provided free to HMC with the Badger Meter Software Package.
- Will return 18 meters if possible thru Massana for credit.
- Will store meters in the Community Center locked attic.
- A Total of 44 radio read meters will be available for future use.

**Recommendation 16.** Install a light for night emergencies with outside turn on switch mounted outside on the Generator Building in an invisible location from the road.

Discussion results:

- Too late to use USDA funds to install outside switch at Pump House.
  - Claudia will follow up and get info to install after 9 Feb

**Recommendation 17.** Install an outside water source for water on exterior of the Pump House.

Discussion results:

- Too late to use USDA funds to install a faucet.
  - Claudia will ask Casco and/or Wash. Water for help after 9 Feb

**Recommendation 18.** Install temperature operated louver in front of generator motor radiator and vent on opposite wall of the Generator Building for adequate ventilation while running emergency generator.

Discussion results:

- Claudia will follow up on getting proper ventilation
- Exhaust pipe from the generator is plugged.
  - Claudia will contact someone who knows Cummings generators

**Recommendation 3.** Determine specific reservoir maintenance requirements with the assistance of the Department of Health.

Discussion results:

- Department of Health supports situational maintenance requirements which WA Water monitors on our behalf.
- Future emptying of our reservoir will be done easily by bypassing the well into the mainline because of the new system upgrades.
- Additionally, the last chlorine dose may have been done this past week if the next test on Tuesday is acceptable.

**Recommendation 6.** Have the Roads Committee identify long term storage requirements meeting Code/Health regulations and submit a plan to the Water Committee for HMC Board recommendation.

Discussion results:

- Pierce County has no permit requirement for storing rock in Pump House area.

**Recommendation 4.** Take inventory of spare parts left in storage building (In process)

**Recommendation 5.** Purchase new water dept. locks and codes. (End of construction)

**Recommendation 12.** Provide HMC new system drawings and electronic files.(End of construction)

**Recommendation 9.** Finish cross connection checklist (Water Committee to continue)

**Recommendation 7.** Emergency Preparedness Committee reported the 2- 25 gal. portable fuel tanks to be the best solution for emergency fueling needs for generator because of their mobility. Filled fuel tanks may be stored in portable storage building on water lots once ramp is built for access.

**Recommendation 15.** In the spring of 2013, when the weather is dry, HMC will consider stenciling addresses on each water meter box.

Recorded by  
Dana Gruber and Judy Greinke