WATER COMMITTEE MEETING MINUTES   NOVEMBER 7, 2013

The Water Committee met at 1:00 PM at the Community Center on Thursday Nov. 7th.

Members attending: Charles Smith - WDM, Judy Greinke - Chair, Janet Podell, and Claudia Ellsworth - Island Manager.

Excused Absence: Kathy Deuster, Terrill Chilson, Sue Pottorff, Dana Gruber – note taker

$8,000 transfer from Water Dept. to HMC: Issue is pending until response is received from HMC Board of Directors.

Cross Connection Control (CCC) Plan – Claudia and Judy met with Stephanie Yount, the CCC Specialist at Northwest Water Systems (NWS) to discuss implementation of the Herron Island CCC Plan listed in the Herron Island Water System Plan on file. NWS need a copy of all the survey checklists, so committee members will need to pull all the surveys from our files and send a copy to NWS. Department of Health requires NWS to be the responsible party for pure water and Stephanie will follow up on all back flow annual testing requirements.

Electronic Billing – Judy wrote to the HMC Board with the Water Committee's suggestion about electronic billing for Water and HMC Assessments. The Committee would like to get member input and try a volunteer test group to try this idea during the next few months.

Meter and Connection Data – In preparation for setting water rates for the 2014/2015 fiscal year, Fred Fath is working with Carolyn Snyder and Charles Smith to provide the Committee usage numbers from all service connections during the months of June through November. Charles and NWS are recording production readings at the well sites as well as identifying water consumption during system flushing and at all HMC metered connections. Herron Island Water is a non-profit/non-loss entity so rates must be carefully determined. We will also be looking at the "possible leakage" report and assisting Claudia and Charles for establishing Water Use Efficiency goals in June.

Interruption of Water Service – Claudia and Judy will research different procedures and rules that cover HMC when Water Service is turned off at the service meter. Once legal guidelines are established, the Operating and Operating Rules, Section M.c. may need to be reworded.

Water Department Projects - Charles presented short term and long term Water Department Projects that need to be considered. There are fewer tasks related to the new water system, so Charles can now begin work on preventative maintenance and safety items. An electronic copy of all suggested projects will be sent to the Water Committee Members and the HMC Board. Short term projects to be done immediately are:

5 – Replace generator exhaust stack and reflash roof

7 – Re set and re-strap Well Pump No. 2 shed roof

3 & 8 – Add 2 to 3 foot culvert pipe (already in stock) to widen the access driveway to Water Department lots, Clean ditches to the north of driveway to keep runoff water flowing

16 – Purchase reflective Vest with pockets. Water employees require a vest to be worn when working as an official Herron Island Water Employee.

Water Department Budget – Expenses continue to come in related to the Water Project such as moving excess dirt to new locations, #7 above, and follow up with member's questions and problems with connections. It was discussed that the Water Dept. account will pay these bills and cover expenses occurring on the water lots. Water will not pay for HMC Roads Department expenses.

The USDA loan payments are being collected and paid through the Water Department account. In September 2013 the first payment to USDA was short by $845 due to the many delinquent Water Accounts. The Water Department must absorb this unbudgeted expense. The next USDA payment is due in March 2014.

Please note: When delinquent accounts are recovered and brought current, the water budget will be credited with the attorney and late fees plus interest to date.

The next Water Committee Meeting will be held on Friday Dec. 6, 2013 at 8:30 AM to 11:00 AM. We will be organizing past usage data and begin the process of setting rates.

Submitted by Judy Greinke – Acting secretary