

Herron Island Water Committee Meeting Minutes

Date: March 1, 2013

Time: 8:30-11:20

Attendance: Judy Greinke, Chairperson; Kathy Deuster; Dana Gruber, Acting Recorder; Terrill Chilson; Charles Smith; Mike Shettlesworth; Janet Podell, HMC Board member; Claudia Ellsworth, Island Manager; Richard Urfer, Pat Zazzo, HMC Board member.

Old Business:

1. Minutes from previous January 2013 meeting were approved. It was noted the Water System Dedication on February 9th was successful.

2. Review Water Committee Charter:

- Original document was signed/approved May 12, 2012
 - Judy Greinke updated changes made in January 2013 committee meeting and sent it to the HMC Board. It was approved, signed, and placed on the HMC website.

3. Herron Island Water Department Administrative and Operating Rules:

Discussion results:

- Committee Members reviewed part of the latest updated draft
- Wording was changed to clearly reflect that any new assessable unit is required to have at least one water connection
- Only a water meter obtained from HMC can be used
- The HMC water meter must be installed by HMC
- Failure to comply with these requirements will result in denial of water service
- The Capital Cost portion of the New Connection Fee will not include base fees or reserve fees; it will only be the annual capital cost fees times the number of months/years since the project completion date
- The exact dollar amount for 'after normal workday hours' of the reconnection fee will be removed from this document and included in the HMC Fee Schedule
- Wording of 6. d. will include maintenance within 24 inches of meter box
- Further clarification was made on the 90 Day Letter for change in ownership and/or new assessable units:
 - Members have 90 days to pay the New Connection Fees and have the new connection installed.
 - After the water connection/meter is installed or at the end of 90 days, whichever comes first, the member will be included in the water billing.
 - Failure to pay the water bill will make the member delinquent in the same manner as if they had not paid their general assessment and sets into motion the sequence for termination of water service
 - HMC is a Not-For-Profit Homeowner Association so does not fall under WAC guidelines
- It was discussed that after March 7, 2013 there is no option to 'pay-in-full' the Water Capital Costs for a water connection. The member is automatically put into

the 40-year loan monthly payment plan. More research is needed to clarify what the HMC position will be if someone wants to pay in full after March 7th.

- It was noted that when additional tasks are added to the office manager's job, more hours will be needed to keep up with the work load.
- The cost of installation of a water connection/meter will be shown as "the actual HMC cost of the installation" rather than a dollar amount which can change before the next budget approval.

Actions: Janet Podell will track changes made in the Herron Island Water Department Administration and Operating Rules. Judy Greinke and Claudia Ellsworth will obtain water termination information from other sources for Committee consideration.

4. Managing the Water System. Hire 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:

- Drafts of the Management of the Water System, Water Distribution Specialist, and Water Distribution Manager Level 1 Job descriptions were reviewed
 - The bullet outline format was well received

Action: Upon completion of these drafts, the Water Committee will insure both documents include all of the duties as well as responsibilities for the 24 inches of water pipe onto the member's property.

- HMC just received the Maintenance Manual for the system from NW Engineers

Action: The Water Committee will incorporate this new information into the drafts of the Management of the System and Job Descriptions.

- The system flushing requirement is critical and time consuming

Action: Charles Smith will use the Engineer's information to determine hours for all the required maintenance. Additional HMC time will be required for solutions to member's questions the first summer after the system installation.

- HMC is expecting to receive contract proposals from both Washington Water and NW Water for maintaining our system. The prices will include total operation and /or shared services with an Island Water Distribution Specialist having trigger points for more involved assistance.

Action: Water Committee will determine a recommendation to the HMC Board after all information has been studied.

5. New Business:

- We'll need at least one year's records and data to determine a base water fee. Because HMC is a not-for-profit HOA and has a seasonal population, the base fee should include a slightly higher usage rather than lower usage fee

- NW Water will be providing rate use projections soon
- HMC needs a door-knob-hanger to alert members of temporary water interruptions

Action: Terrill Chilson will present her design for notices and Judy Greinke and Claudia Ellsworth will investigate generic door-knob hangers that may be used by other water companies.

- The daily Pump Station production readings have been decreased to monthly.
- Generator running has been changed from twice a month to once a month for 15 minutes.
- The storage shed lock has been changed due to theft
- The Dept. of Health Cross Connection Program is still developing.
 - Currently, 8 members must have a certified back flow device to their system, have it certified annually and provide HMC Office with certification/approval.
 - Number of those needing cross connections should increase due to code requirements for new and remodeled construction.
 - The cross connection is critical to prevent backflow impurities to our water system. Non compliance will result in water service termination.
- The HMC Tight-line policy must be revised so that only licensed/bonded contractors dig across HMC roads. Must use 'service locates' and notify HMC Office before digging.
- Review of this year's Water Department budget is 'right on' target for most items although the electric utility bill is running much higher than budgeted. It includes 20% of the Office Manager's time and 20% of the Island Manager's time. Next year's budget will realistically reflect 390 connections rather than 394 this year and will add Office managers hours for USDA billing, per member accounting, and meter reading.

Next meeting: April 5, 2013 at 08:30 at Community Center

Recorded by
Kathy Deuster, Dana Gruber and Judy Greinke

Recommendations and other information to report to HMC Board

Recommendation: Continue flat rates and quarterly water billing for next fiscal year and calculate tier rate structure after adequate data is collected.

Recommendation: Request another HMC Board and HIWC meeting to review Administrative and Operating Rules document when it is finalized with HIWC input.

Other suggestions:

- HMC just received the Maintenance Manual for the system from NW Engineers. The Water Committee is incorporating this new information into the drafts of the Management of the System and Job Descriptions.
- The system flushing requirement is critical and time consuming. Hours and salary for the required maintenance is being developed. Additional time will be required for member questions the first summer after the system installation.
- In addition to email blasts, HMC will be looking into purchasing door-knob-hanger alerts for temporary water interruptions
- The daily Pump Station readings have been decreased to monthly.
- Generator running has been changed from twice a month to once a month for 15 minutes
- The storage shed lock has been changed due to theft
- The Cross Connection Program is still developing.
 - 8 current members must have their system checked annually and provide HMC Office with certification/approval
 - The cross connection is critical to prevent backflow impurity. Non compliance will result in water service termination.
- Review of this year's Water Department budget is 'right on' target. It includes 20% of the Office Manager's time and 20% of the Island Manager's time. The same % may continue next year although more hours are needed for USDA

billing, meter reading and recording procedures. However, next year's budget will realistically reflect 390 connections compared to 394 this year.