

Water Committee Meeting Minutes

Date: January 5, 2013

Time: 09:30 AM - 1:30 PM

Attendance: Judy Greinke, Chairperson; Dana Gruber, Acting Secretary; Kathy Deuster; Charles Smith, Mike Shettlesworth. Guests: Dallas Amidon, Mike Graham, Wally Semon

a. Review Completion of Water Project Construction:

- Low System Pressure issues from attending guests:
 - HMC performed external pressure tests at residences where Members have complained about low water pressure. These tests gave water pressure readings:
 - 34 PSI at 1111 West Herron BLVD (Graham)
 - 45 PSI at 1208 West Herron BLVD (Semon), and
 - 49 PSI at 1504 West Herron Place (Amidon)
 - The Project Engineer will determine the resolution of this issue. One option is to adjust the Pressure Reducing Valves (PRV) at these locations and verify the water pressure being delivered to the residence. Another option would be to have the Contractor remove the PRV if there is still an issue with the water pressure after the adjustments. It is important to note that the existing Member water service might require reverse flushing to fix a low or no pressure issue. This would include but not be limited to:
 - Verifying that inside faucets have had strainers cleaned including filters on appliances and showers
 - Checking if Member instant hot water heater has a PVR or additional filters
- HMC Resident Inspectors and Project Engineer will visit Member's residence to resolve issues as necessary.
- The current Punch List of construction issues (29 December 2012) has been developed and revised for the Contractor to address issues prior to demobilization from Herron Island. Charles Smith and others will review and update the list as needed.
- Discussion: Further issues with the new water system may arise after the Contractor has left the island due to the cyclic nature of the residence population (more in the summer, less in the winter).
- It has been assumed by this committee that Washington Water Service Company (WA Water) will accept the responsibility for any additional construction project issues when the Contractor is no longer on-site. This will need to be reviewed and coordinated with the Contract Warranty Period.

HMC Board and Island Manager RECOMMENDATION: Due to cyclic residence population, suggest a reserve retainer account from USDA funds (if possible) 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. This

committee assumes that this would be a joint venture with MASSANA, CASECO and HMC.

- A visible alarm signaling device (flashing light) has been installed at the pump house and will activate when the level of water in the reservoir reaches a predetermined low water level. The contract documents include an audible alarm (SW 3.2 System Alarms) as noted on the current punch list. Discussion: This committee discussed the substitution of an auto dialer phone message to a specific person(s) in case of an emergency situation at the pump station.
 - An auto dialer phone message system to a specific person(s) would be more effective than depending on a local resident to hear the alarm and report it to the Island Manager.
 - Flashing light alarm is currently installed, has limited visibility around the pump station and depends on someone noticing that there is an alarm.
 - The Project Engineer would be the one to find the appropriate auto dialer to fit with the new water system alarm requirements.
 - This committee or HMC will determine the requirements for a phone line to be installed for an auto dialer at the pump house building.

HMC Board and Island Manager RECOMMENDATION: 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.

b. Discuss Future Plans for the Water Department Lots

- Clean the Reservoir: The reservoir was unintentionally emptied during the flushing process for the new water system. The reservoir was not inspected or cleaned at this time. HMC should follow the Department of Health recommendations for maintenance and cleaning. These requirements are currently unknown to this committee.
- Circulatory baffles or nozzles keep the water in the tank mixed but that doesn't remove sediment from the bottom of the reservoir.

HMC Board and Island Manager RECOMMENDATION: Determine specific reservoir maintenance requirements with the assistance of the Department of Health.

- Inventory of old system parts: Currently there is no specific inventory of spare parts that are being stored at the pump station. HMC should inventory these parts for quantity, quality, and application to new system. At this time, the disposition of unnecessary parts has yet to be determined.

HMC Board and Island Manager RECOMMENDATION: Approve having Charles Smith and Mike Shettlesworth start an inventory and identify what spare parts are necessary and what parts might be sellable.

HMC Board and Island Manager RECOMMENDATION: Change Pump Station brass combination locks and codes after Contractor is off site. The present locks have been sprayed with WD40 which has made them difficult to operate. Request Island Manager purchase new locks, determine new codes and identify date to implement.

- The Roads Committee has requested to store gravel within the Pump Station fenced area:
 - This committee and the Roads Committee will determine tree removal, storage space requirements and identify a specific location for the gravel storage. This will include but not be limited to: the determination of long term permitting requirements for the storage of roadway materials at the site, storage bin requirements and drainage requirements to limit the impact on ground water..
 - This committee will identify improvements needed for longevity of operation at the Pump Station site. This would include but not be limited to: driveways, walkways, excavations and additional item storage requirements.

HMC Board and Island Manager RECOMMENDATION: 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.

- Two 25 Gallon Fuel tanks were purchased by Emergency Preparedness Committee. This committee has assumed that these tanks are for additional fuel storage for the emergency generator. There has been no coordination on the requirements or the specific location where these tanks will be placed at the Pump Station.

HMC Board and Island Manager RECOMMENDATION: Review the reasons for choosing the two small fuel storage tanks, storage location, theft protection, added generator service time, process for fueling generator from mobile tanks, and who will be responsible for handling the tanks when fuel is needed?

c. Next Steps for the New Water System:

- Cross Connect-Control Specialist
 - The Cross Connect-Control Specialist (CCCS) will need to be certified (by Washington State Department of Health). This committee expects that the residential inspections associated with the CCCS will require at least one day per year.
 - There are still outstanding Cross Connect-Control forms (15) that have not been returned to the HMC Office by the membership. This committee will follow up on these Members as required by the certifying institution.
 - Cross Connect-Control Specialist exam costs: under \$150

- Cross Connect-Control Specialist duties could be combined with Water Distribution Specialist activities.
- Water Distribution Specialist (Water System Operator): The Water Distribution Specialist will:
 - Review, develop and follow criteria to comply with ongoing water system operations and the regulations required by those institutions having jurisdiction over the new water system.
 - Review the water system operational and maintenance needs for the long term. Discussion: It has been noted that the past practices do not necessarily meet new system requirements.
 - Maintain the Department of Health requirements as a Certified Water Distribution Specialist
- This committee will determine if the one year internship requirement may be waived if individual was involved in installation of the new water system.
- Water Distribution Specialist exam costs: under \$200
- This committee will review WA Water contract for responsibilities and costs. If HMC is to have a Water Distribution Specialist, there may be cost savings if the responsibilities can be handled by an HMC employee.

HMC Board and Island Manager RECOMMENDATION: 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.

HMC Board and Island manager RECOMMENDATION: Allow Water Committee member to make phone calls and/or do lot assessment with picture to finish Cross Connection Checklist Compliance. Notify owners with checklist and pictures if needed showing requirements still requires their signature.

d. Billing and Meter Reading:

The Island Manager has determined that using office staff is the most cost effective method for doing these duties. The Meter Reader (from Badger) requires a residence spreadsheet for operation. Fred Fath volunteered to create this spreadsheet. No specific date was given as to when this spreadsheet would be required. Badger General Pacific includes two days of training for the office personnel that will use the meter reader, radio read meters and software package. This committee recommends that others including the Water Distribution Specialist be included in this training to learn the process and also problem solving for the future.

HMC Board and Island Manager RECOMMENDATION: Allow the office staff, water distribution specialist, water committee members, and HMC project Resident Inspectors to attend the Radio Read Center training.

- Water Bill Data and Rate Study: Set up the data needed for the bill format and required information now because later additions could be costly.

- The quarterly water bill should include but not be limited to: current month reading, last month reading, total annual water usage. Include “make check payable to” instruction on the bill. Also, may include a reminder that the island assessment and the water bill are easier to process by the office staff when they are separate checks.
- Determining base and tier rates must be accomplished before May 2013 to be able to propose to the HMC Board at June 2013 Board Meeting
- Need to determine Water Use Efficiency requirements for monthly/annual reports in the near future.
- WA Water documents the well pump water production monthly. Scott Schultz documents well pump production numbers daily.
- Billing for water usage rates goes into effect October 2013
- Commercial rate study program costs about \$1000 and should have six months of usage information to help calculate and set rates correctly. For HMC, this may include meter readings from February through September 2013.
- Field trip to Fox Island Water Company can assist with billing requirements
- HMC will possibly need a three year time frame to see cyclic usage
- Do re-evaluation of pending rates on a regularly scheduled basis as more data is available

HMC Board and Island Manager RECOMMENDATION: Approve monthly data to be included in quarterly bill showing each month’s readings previous month’s readings, and the annual total usage data. Do re-evaluation of rates as more data is available.

- System Maintenance requirements: The Project Engineer should provide:
 - As-built/record drawings for the new water system as constructed. These would include but not be limited to diagrams for electrical, pump house modifications, generator building modifications, and pump station yard piping, valves and electrical.
 - Operation and maintenance instructions for all equipment used in the construction of the new water system including vendor contact information, model/serial numbers and any special requirements.
 - Emergency operation instructions including bypass operation and returning to normal operation.
 - The serial number and type code string (T/C) of the Variable Frequency Drives (VFD) so that HMC can communicate with Danfoss (vendor) if repairs, replacements or adjustments need to be made in the future.
 - A digital copy of the electronic files associated with the project including but not limited to CADD, hydraulic modeling, survey and other pertinent design files.
 - Tools needed to operate the new water system including but not limited to: hydrant key, valve tee (for water system valves and hydrant valves),

two – 24 inch pipe wrenches (required for the addition of chlorine to the new water system)

- Spare Meters:
 - HMC should keep the meters that are tagged as “Metal” type meters. These meters can be used for either drivable (metal) or non-drivable (plastic) meter boxes
 - HMC can return excess (if they are determined by HMC to be excess) within 90-day return policy [*Charles – from what date? End of Contract? Purchase date? Contractor question?*]
 - Newer meters more expensive so we want to keep enough spare meters for any future use. There are 35 connections without meters at this time. These include Member requested “inactive” water services, no existing service connections on Member lot, and HMC properties that did not get a water service or meter.

HMC Board and Island Manager RECOMMENDATION: Insure Engineer provides comprehensive system requirements, record drawings and electronic files. Insure all island inspector’s books documenting completed work be returned to HMC Office.

HMC Board and Island Manager RECOMMENDATION: Keep no more than 35 metal box compatible meters in storage for future use. Provide storage location for spare meters.

- Pump house source production computer chip? At the present time WA Water takes monthly meter readings from both wells to determine the source water production. Scott Schultz writes down the meter readings from both wells daily and these records are kept at the HMC Office.
- Once Herron Island Water begins reading and charging for water usage, Dept. of Health – Water Use Efficiency Rules require documentation of less than 10% leakage over the entire system.
- Customer Service, Administration and Operating Rules:
 - Develop HMC procedures for the installation and decommissioning of water services to Member and HMC lots
 - Develop policies for delinquency, damage to water system equipment, damages for non-compliance with policies. A Herron Island Water System Rules and Regulations as part of the HMC Rules and Policies.
 - Determine what event or emergency situation triggers the need for additional off island assistance (for example a repair in the water system). What is done with problems beyond HMC office hours?
 - Customer complaint and requests log needed at office for tracking what requests are made and the resolutions.
 - Beachcomber information for meter box



maintenance, keeping meter and meter box clean, identifying if Member system is leaking.

- HMC recommendation for the restoration of landscaping/grass around meter box installations.
- Have addresses stenciled on each meter box for future service needs

HMC Board and Island Manager RECOMMENDATION: The Board, Claudia, and Water Committee work together to complete the HERRON ISLAND WATER DEPARTMENT ADMINISTRATIVE AND OPERATING RULES document that was started in 2012.

HMC Board and Island Manager RECOMMENDATION: After construction is finalized, have an HMC designated person(s) stencil addresses on each meter box.

e. Additional Items for Consideration:

As the work progressed on the construction of the water system replacement project, items came to light that were not specifically addressed in the contract documents, but would make the operation and maintenance of the new system more efficient and effective. These items include:

- **Yard Light Access at Pump Station Yard:** At present, there are two yard lights mounted on the exterior of the generator building. To access these lights, you need to unlock the man-gate or main-gate, unlock the generator building door and turn on the light – all in the dark. In cases of emergencies that occur when it is dark, an exterior light switch is needed on the outside of the generator building.

HMC Board and Island Manager RECOMMENDATION: Install a light for night emergencies with outside turn on switch mounted outside on the Generator Building in an invisible location from road.

- An outside water source at Pump Station is not currently available. An outside water supply provides access to water (for example: washing hands and small equipment or tools) without going inside the Pump House where all the new equipment, booster pump motor controls and well pump controls are located.

HMC Board and Island Manager RECOMMENDATION: Install an outside water source for water on exterior of the Pump House.

- Adequate Generator Building vents are not currently available. When the emergency generator is running for any length of time and the doors to the generator building are closed, the generator produces enough heat to trigger the sensor that will turn off the generator to prevent the motor from overheating. Currently, when Scott Schultz hears the generator motor start, he walks over to the generator building and opens the doors. Adding temperature controlled

louvers/vents will keep the generator from overheating and the installed system will turn the generator off automatically when the emergency has passed.

HMC Board and Island Manager RECOMMENDATION: 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.

f. Important Dates:

- Herron Island Water Replacement Project completion/release date is pending.
- USDA coming 15 January 2013 for inspection and review of the new water system.
Will need to review their findings to determine if there will be a delay for the approval of the project.
- Dedication Ceremony will follow USDA project approval. Tentatively scheduled for after the HMC February 2013 Board meeting. Guest list pending.

Recorded by
Dana Gruber

HMC Board Recommendations

- 1. HMC Board and Island Manager RECOMMENDATION:** Due to cyclic residence population, suggest a reserve retainer account from USDA funds (if possible) 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. This committee assumes that this would be a joint venture with MASSANA, CASECO and HMC.
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