

## **Notes from Water Project Committee meeting:**

When: 2/2/12... 1:00 to 3:00 PM

Where: Community Center

Attendees: Claudia Ellsworth, Steve Chapin, Kathy Deuster, Judy Greinke, Pat Zazzo, Richard Urfer, Mike Shettlesworth

The meeting began with an update on the project progress-to-date by Claudia:

- A primary contractor's bid has been accepted subject to USDA acceptance and contract completion. The contract will include construction of the entire new water distribution system, pump house updates, and security fencing. The final bid was well below the original estimate.
- Four island "Resident Project Representatives" (RPR's) have been selected and approved by the USDA subject to application verification, drug testing, etc. These names will be announced shortly.
- Interim financing will be provided by Key Bank. This loan is in the process of being approved. The estimated interest rate on this short term loan is 5.25%
- ADA requirements are currently being addressed. The total costs of these are approximately \$15,000.

We then discussed the volunteer needs during the construction phase. These volunteers will assist in notifying residents of: leaks/pressure loss, boil water notices (if necessary), neighborhood shut down schedules, etc. The volunteers will communicate via: door hangers, white boards, emails, HMC website, and possibly robo calls or phone trees. The RPR's will meet with the project engineer each Monday and they will define the neighborhoods that will be affected that week and discuss problems that may have occurred the previous week. The communication volunteers for that week will be notified and they will contact the residents who will be affected. Volunteers may be assigned to the Emergency Preparedness Committee.

A "Pre-Construction Meeting" will occur with all the players (contractors, USDA, Key Bank, RPR's, Island Manager, Board members) to kick off the project. Following this meeting a letter will be sent via US Mail from the Island Manager to all members outlining what will be happening.

The "cross contamination" issue was discussed. This probably only refers to 10 to 12 locations. This was covered in the 9/10/11 letter to members from the Island Manager wherein members who might be concerned with this issue should begin the process of addressing the costs involved. We may resend that notice with the upcoming IM letter.

Finally, what will happen to the "Water Project Committee" once the mission has been accomplished? The consensus reached was that the WPC should remain intact through the completion of the project. At that time a new group called the "Water Advisory Committee" will be created with a new mission statement and charter to advise the Island Manager on water-related issues: rate setting, contracting for services, etc. The IM will then take the recommendations to the Board.

**Next WPC meeting: To be determined...probably late February to discuss start up.**