

HERRON ISLAND WATER COMMITTEE (HIWC) MEETING NOTES (Draft)

Date: May 11, 2012 10:00-12:20. Community Center.

In Attendance: Judy Greinke, Kathy Deuster, Dana Gruber, temporary Secretary.

Absent: Terrill Chilton, Mike Shettlesworth, Jean Mellor.

1. Minutes from April 20, 2012 meeting were approved as written. Jean requested to not continue being secretary due to personal reasons. Dana will be temporary secretary until a quorum membership vote.

2. Reviewed the HIWC Mission Statement and Charter. **Recommendation:** Submit the HIWC Mission Statement and Charter to the HMC Board on May 12, 2012 and request approval. Action: Judy Greinke, Chair

3. Discussed extensively the changes needed in the Herron Island Water Utility Financial policy for the next fiscal year. Changes must reflect fees without profit. These include but are not limited to: new service connection fees, shut off fees, reconnection fees, late reimbursement fees, transfer to new ownership fees, etc. Will share this information at the monthly HMC board meeting. Action: Judy Greinke, Chair

4. Reviewed the features of the electronic meter devices. Meter reading data will be downloaded into the HMC office computer for billing. WA Water can turn the on/off meter locks, but HIWC needs to determine if that is cost effective. Decision: Must determine how HMC will get the meters read and the on/off meter locks physically accomplished.

5. Water Project engineer states those connected with no water use can extend the length of the electronic meter battery if they are not activated. After much discussion it was decided all meters will be activated regardless of water usage. The meters will identify leaks in member's services having a no usage status and excessive use in those with service. Both support early detection and emphasis on conservation. **Recommendation:** Request the HMC Board activate all installed meters regardless of water use status. Action: Judy Greinke, Chair

6. Collated the 83 returned Cross Connection Control papers with the membership list. Separated the forms with questions to clarify from the rest. Forms are to be returned with the water bill payments that are due at the end of the month. Will share this information at the monthly HMC board meeting. Action: Judy Greinke, Chair

7. Started working on the Water System Break policy. Draft will be electronically submitted for corrections, changes prior to the next meeting. Action: Dana Gruber

8. Next HIWC meeting: TBD.

Respectively submitted,

Dana Gruber, Interim Secretary

11 May 2012

Herron Island Water Committee (HIWC) Recommendations to HMC Board

1. Approve the Herron Island Water Committee (HIWC) Mission Statement and Charter.
2. Recommend activating all installed meters regardless of water usage status (full, intermittent or no use). This will support early identification of unusual water use/loss on all properties; support conservation. The project engineer noted when meters aren't activated it preserves/lengthens the battery life. Units are guaranteed to last 20-25 years. At replacement time, better units will be available, so it doesn't seem logical to not fully use the system.

Herron Island Water Committee (HIWC) Shared Information to HMC Board

1. Working on Fee Schedule changes for next fiscal year.
2. Working on the Water Break policy.
3. 81 Cross Connection Control papers returned. 1 was sent without name or signature. Numerous have minor questions to clarify which will require phone follow-up.