Sent: Wednesday, July 25, 2012 3:29 PM

To: Claudia Ellsworth

Subject: What You've Been Waiting For! (Well, some of you have!)

Attachments: Service Meter Locations.pdf

With the marking of properties with single (light blue) and double (dark blue) stakes identifying meter locations, several of you have been contacting the Office with questions...or corrections. When you see one of these stakes near your current water connection, please verify that the stake is in the correct location. We have found some interesting situations. Since no one paid for consumption of water in the past, water connections

were used pretty casually. With system replacement, you want to be paying for your water

consumption, not your neighbor's.

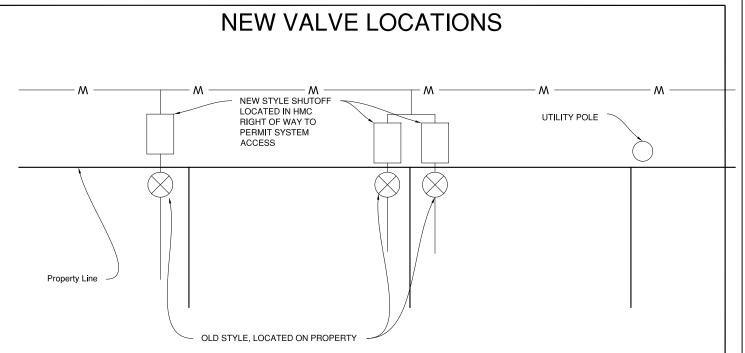
I asked Jester Purtteman to put together an explanation as to what will happen when the service meter setter goes in. Please open the attached .pdf and read it thoroughly. If there's no blue stake yet, don't panic, the resident inspectors are setting these, with help from Judy Greinke. If the stake is in the wrong location, let us know right away, preferably by email so that we have

the written record and can easily share it with each other and the contractor. And don't pull them up.

Once again, thank you for your patience. Try to keep those big trucks from driving over the valves in the road. We had another incident yesterday which caused a leak and a flooding of a drain field. There are HMC costs attached to these repairs.

Let's stay ON TIME and UNDER BUDGET! Please write to me at hmcmanager@herronisland.org

Claudia Ellsworth Island Manager



New services will be connected within HMC owned roadway (ROW). It was a typical practice to install shutoff valves at each residence just inside of the property line. This proved problematic for water systems over time because problems at the gate valve required permission to repair. The modern standard practice is to place a service meter setter (the box the meter sits in) just outside the customer's property so that the water system has access to the meter assembly when repairs are required. This issue affects many utilities, this is why Peninsula Light's utility poles are all located on the HMC roadway parcel rather than on individual lots. In special cases a lot will be used, but access must be granted by recorded easement prior to installation.

What this means for your water service is that the contractor will be placing service meters just outside of your property and reconnecting to the pipe that exists in the ground at this time. Your shutoff valve will be left as is and may be removed at your convenience. We are unable to provide that service on a case by case or system-wide basis, as we would have to write up nearly 400 separate access agreements to each property owner which would have to be recorded prior to USDA funding being used. Since this would be a very significant increase in project cost, the decision was made to leave the valves as is. In addition, federal funds (our USDA funding) cannot be used to the benefit of individual property owners or private property.

In practice the way this will work is that the contractor will install service laterals, meter setters and meters at the approximate location where they expect the existing lateral to be when it crosses onto your property. Once the system is pressurized, tested, and ready for service, they will dig up each service lateral and switch your service over from the old system to the new system. In 300 out of 350 of these this will be very quick, obvious, and painless. For a few of you, they will have to do some "location by excavation", e.g. dig around and find the pipe feeding your house.

Locating with an excavator is pretty pricey stuff, and we would greatly appreciate your attention whenever possible to verify our service meter location marks. We are placing services based on what old maps show, where gate valves indicate services, where the memories of people who have done repair indicate, and any other method we can; however, its an imperfect process. If we have staked a location that you have reason to believe is NOT where your service line comes from the main, we need to know that as soon as possible. Please contact the Island Manager, Claudia Ellsworth, at hmcmanager@herronisland.org <u>ASAP</u> if you believe there is an error.

If in the future you wish to remove the shutoff valve that no longer serves a purpose (the service meter assemblies include a shutoff valve) you may do so at your discretion. The gate valve is "yours" by virtue of it being on your side of the service meter. In the new layout, you are responsible for everything beyond the service meter, and the Herron Island Water System will provide all service, maintenance, and repair of equipment (pipes, meters, pumps etc) from the bottom of the well through to the end of the service meter assembly.

HMC MANAGEMENT		OWNER
110406	FILE NAME S	ERVICE METER MAP
DATE JULY 25TH, 2012		NTS
NORTHWEST WATER SYSTEMS, INC. DESIGN - CONSULTING - MANAGEMENT		
P.O. BOX 123		
PORT ORCHARD, WA 98366		
(360) 876-0958		

Sent: Tuesday, July 24, 2012 7:05 PM

To: Claudia Ellsworth

Subject: Week of July 24.doc

Week of July 24 (Already?), 2012

Volunteers:

Volunteers needed to repair the newspaper box on the mainland side. Please contact the HMC Office. (We can always use volunteers.)

Vandalism & Theft: The Office has received several reports of theft of gasoline from boats, theft of tools such as nail guns and a framing gun, and other items. Please be extra careful and do not leave tools or other attractive items lying around.

A group of young people were also seen Monday at the mainland ferry ramp. They had gone through the gate, onto the ramp and apparently tossed some of the lines on the ramp into the water. When challenged, they drove away, but then later returned. The ferry ramp is off limits to everyone except HMC employees. Feel free to remind trespassers that this is the case!

<u>How to File a NonEmergency Police Report:</u> It is important that crimes be reported, if we are crime to get proper attention from the Sheriff's Department, and to help emphasize the need for police protection on Key Peninsula.

- * To file, go to <u>www.lesa.net</u> On left side of page click "File a Police/Sheriff Report". You may report only lost property, vandalism and stolen property/theft. Then go to "Next" on lower right hand side of page.
- * Enter the address of the crime. This is tricky! Use the following format, for the HMC Office as example: 901 Yew Blvd KN. If you end up writing about an event at the mainland parking lot, we just enter the office address, and then use the comment block later on to describe the actual location, which is the intersection of Herron Road and Isted Road. The mainland lot does not have an address.

Job Opening:

Jack Wells has offered his resignation, after several years of taking good care of our parks, mower and other equipment. This Grounds Maintenance position is seasonal (mostly) and pays \$15 per hour. Lawns need to be mowed about every 2-3 weeks during the growing season. To apply, submit a letter of interest to the HMC office by August 3, 2012. HMC policies require a background check and drug test of applicants.

Water System: More on that tomorrow or Thursday. Contact hmcmanager@herronisland.org if you have questions.

Sorry about the messy format of this email. We have encountered difficult with group email lately, and are attempting to resolve the problems.

Sent: Friday, July 20, 2012 3:20 PM

To: Claudia Ellsworth

Subject: Water System Update for Vacationers!

Water System Update: July 20, 2012

We're entering the most popular vacation period, and several of you have asked for more information about water outages while your service connections and meters are installed. Jester Purtteman and I discussed this yesterday, and here's an update, the following in Jester's words:

"The installation of 6 and 8" waterlines is complete, and unplanned system wide outages lasting for "however long it takes" should be coming to an end (although I would keep the bottled water on hand, as we can still get a few more outages). The final pieces of work that will result in outages will be

- the transition to the new booster pump system, and
- your individual water connection being transferred once the lines have been tested and disinfected.

During the transition from the old booster pumps to the new system, we anticipate a few hours of system wide downtime. There will probably be gravity pressure available from the reservoir, so anyone more than a dozen feet below the reservoir should have some water. We should have several days of notice of the changeover and will notify via the email list. If you are not signed up with that, please contact the Island Manager.

Unfortunately, we are unable to give significant notice for service meter installation. This is because each assembly will be its own little mystery when the crew gets there, and it will be impossible to make a schedule. Fortunately, it will also be fairly obvious when they get there, (you will notice the excavator digging at the corner of your lot) and transition will be pretty quick. Actual transition (out of water time) for each house while their service is transferred is likely to be about 15 minutes if it all goes right, and up to an hour if complications arise. Each service connection will require around an hour of digging time, and those machines are not quiet, so you will hear them coming. Situational awareness will be key, if you see the machines a few lots down, fill up the bath tub with water and be ready for transition.

Service meter installation will begin next week (week of July 23rd) on the short 2" runs (the dead-ends) and then will progress to the rest of the island. Two to three crews will be on site at that time, and roads will once again be blocked for short periods, however, this install work really does take minutes instead of hours, and should be quite a bit less disruptive to island life. "Jester Purtteman

Reminders:

- Give yourself plenty of time to get to the ferry the crews will be moving quickly and might not be able to move directional signs along with them.
- Drive a little more slowly than usual. The water truck is out of service and it makes much less dust to drop your speed to 10 instead of 15 mph.
- Have bottled water on hand.
- If you need your vehicle during the day that the crew is on your road, try to park well away from your service connection. That should be marked with a blue stake (light blue for single connection, dark blue for double).
- Plan your special events for the weekends the crew doesn't work then.
- Check the lost and found at the office.

- For those interested, the "payment in full" option probably won't be offered until October/November after the final bills have been paid.
- Contact the Island Manager at hmcmanager@herronisland.org with any questions you might have.

Enjoy your beautiful Herron Island and look forward to the end of the project. More news on Tuesday.

Sent: Tuesday, July 17, 2012 5:35 PM

To: Claudia Ellsworth **Subject:** Water System, etc

Attachments: Week of July 16 Water Project Update.doc

Sorry this is late. We had some difficulty with email from the island today!

From our project engineer, Jester Purtteman:

Finally, some good weather has eased the road conditions right as the waterline install is completed. All large diameter waterline is installed, and the contractor is beginning to install hydrants and to pressure test the new mains. There are a handful of 2" runs to install, but all of the primary waterline is in. Once all the waterline is installed and preliminarily pressure tested, the contractor will begin installing service meters. Next week the contractor will begin installing the final components necessary to pressure test the system including "air-vacs" valve that releases air trapped in the waterline), the remaining fire

hydrants, and the final 2" pieces on dead ends. Once the hydrants and air-vacs are installed the system will be pressure tested (probably late next week or early the week after), after which the contractor will begin installing service laterals and meter setters.

There is a <u>planned water outage</u> looming as the wells and booster pumps will be switched out for 480V systems. The contractor has made preparations to make sure this outage is short, but installing new gear anything is possible. Should something "unplanned" occur, the contractor will be able to use the generator to maintain service, but hopefully it doesn't come to that. Once the ferry has been scheduled for the big power trucks, we will have a fairly definite date and will let you know when to expect this.

Finally, and this is the most important thing I have to say: KEEP WATER ON HAND: A TWO DAY DRINKING SUPPLY IS RECOMMENDED AS A MINIMUM. ITS JULY, IT'S (FINALLY) HOT, AND YOUR WATER SYSTEM COULD BE BADLY DISRUPTED AT ANY TIME: SO KEEP BOTTLED WATER HANDY. The contractor is making every effort (including staying on the island until 9 pm once already) to keep this from happening, but it is construction and things can go wrong, please make sure you are ready for it if it does. Thank you.

From the Island Manager:

(a small

A little more translation – the 2" pieces on dead ends are primarily along East Herron Road and Fir Lane. There's one other section at the north end of West Herron Place. Another section along an easement off West Yew, and a final section of the north end of East Madrona.

Activity may also continue at Herron Island Water (HI Water) where new well pumps will be installed and connected to the improved power supply. Installation of the pumps will require tearing out part of the wall of the old pump house. To make that possible, a new storage shed has been erected next to the old reservoir for storage of supplies, meters and other items.

Once the well pumps are installed, the pump house, depending on its condition, will need to be repaired or replaced.

Design work will be done on the ADA parking place at the Community Building, and part of the sidewalk may need to be replaced. As soon as we have a design and specifications, we will take bids to get the work done. This or the pump house repair might very well be the last items in the project.

Other News:

Please remind your guests that kayaks and other watercraft should under no circumstances enter the swim area. We've had reports that this is happening and want to avoid injury to swimmers. There's a little more room at the dock, thanks to the new piling arrangement, and so far not a lot of complaints about boats overstaying their 24 hour welcome.

Sent: Monday, July 09, 2012 9:30 AM

To: Claudia Ellsworth
Subject: Water Main Break

Dana Gruber informs me that the construction crew hit a two inch water main today on Single Lane Road, near Ted Jensen's. WWSC has been notified, and repairs are underway.

HMC Office <office@herronisland.org> Tuesday, July 03, 2012 2:03 PM From:

Sent:

email@herronisland.org To: FW: Week of July 2 **Subject: Attachments:** Week of July 2.doc

Claudia Ellsworth Island Manager 253-884-9350

Check out the Herron Island web page for the BOOSTERS list of holiday events!

Water Project Updates for the Holiday Weekend:

There is no water construction activity during Independence Day Week. Work will resume on Monday, with up to three work crews. They will complete installation of the 2" mains on the "dead ends" of Single Lane Road (East Herron Blvd. and Fir Lane); install hydrants, and begin installation of water meters. Residents of "Dead End" roads can expect traffic and water service disruptions during the week. Notice will be given in advance, if possible. (Shower early in the day, have bottled water on hand).

Additional work is going on at the well site. A new storage shed is being erected so that parts can be moved out of the pump house. Once the parts are out of the pump house, installation of the new well pumps can begin. And once that is done, then the old pump house will either be rehabbed or rebuilt, depending on an assessment of its condition.

The former women's restroom in the Community Building has been enlarged to meet ADA requirements, and work will begin soon on an ADA parking place outside the Community Building side door.

<u>Cross Connection Forms:</u> Some of these have not been returned. If you still haven't turned one in, contact the office. The Department of Health requires a form from every connection.

<u>Inactive/Active Meter Connections:</u> If you do not request an inactive meter (no water use anticipated), you need to complete this form and confirm that request. Please contact the office if you need help.

IF YOU HAVE A SPRINKLER SYSTEM, get in touch with the project engineer at 1-360-876-0958, or the office at 253-884-9350 as soon as possible.

Other Notes:

Don't dig up our beaches. Several people have been observed digging on the beaches of Herron Island. Most all of these beaches are private property and, while most property owners have been gracious to let us walk along their beaches, we should not abuse that privilege by digging up their property. Please note that such digging on private property is a violation of Herron Island Rule G-3. Also, removal of beach gravel or sand from Herron Island park areas is a violation of Herron Island Rule E-6 and is illegal under the Washington Shoreline Management Act. Please respect our Herron Island beaches and don't dig them up.

At the request of the Roads Committee, "Pick Up, Drop Off" parking places are now marked at the island side terminal. Use these to drop off tickets, passengers, retrieve newspapers....but no more all day parking! Thanks.

Now, just go join the Parade and enjoy the weekend weather!