

HERRON ISLAND WATER COMMITTEE MINUTES DECEMBER 6, 2013

ATTENDANCE: Judy Greinke, Chairperson; Kathy Deuster, Recording Secretary; Dana Gruber, Assistant Recording Secretary; Charles Smith, WDM; Terrill Chilson

Judy Greinke opened the meeting at 8:30am at the Community Center.

OLD BUSINESS: Budget items reviewed:

- 1) Judy noted the HI Water Account is \$845 short in repaying the first USDA loan this fiscal year due to more delinquencies (15) than was projected (6) in the budget. This money may be taken from water reserve funds if needed. Next Water budget must include more delinquencies.
- 2) Unexpected expenses for moving excess water project dirt (\$1492 in October) are being paid with Water Dept. funds. Kathy Deuster noted dirt from the Water Project was placed on 815 E. Madrona is on HMC Right of Way and needs to be leveled soon.
- 3) Excess dirt was placed at the Water Dept. lots in the location for Roads gravel storage. Further improvements at that location should be Roads expense responsibility.
- 4) Charles Smith stated the driveway culvert into the Water Dept. lots and adjoining ditch needs repair and enlarging in 2014. Charles will work up a cost estimate to be a shared expense with Roads since it is not a clear responsibility of either Committee.
- 5) Committee discussed in length the problem of contractors digging in HMC Roads Right of Way causing breaks in water lines. HMC Road Encroachment Policy needs to be amended to include off road right of way. RECOMMENDATION: Individuals must apply for a HMC Road and Right of Way Encroachment Permit **which includes the entire road and HMC Right of Way Area adjacent to the road** and submit a \$1,000 retainer deposit. Damages to the HMC Water System will be billed for repairs and administration fees up to and exceeding \$1,000 deposit. Digging without a Permit will incur a \$500 fine. The retainer deposit will be returned when project is finished and no issues occur. Judy will work with Island Manager to improve the wording of the permit and present it to the Board.
- 6) Tiered Billing will Begin in 2014. It is anticipated there will be a need to expand clerical hours because of new billing system issues.
- 7) Water Dept. Project List: **#5 complete** – Charles took the generator building stack apart and fixed the existing flashing as required. Coast Exteriors no longer needs to come out and repair exhaust stack. **#7 complete** – Well house #2 roof was not reinstalled properly after replacing the components during the Water Project. Charles used an anvil and reshaped the existing straps and then re-strapped the roof at a big savings to HI Water Dept. **#12 complete** The frost free faucet at North Beach fire pit was not installed correctly but is now fixed. The Boat Launch Faucet is loose, still works and doesn't leak. Needs to be secured. **#16 complete** A waterproof jacket and vest have been purchased and needs Water Logo added. This will be accomplished through member donation or contacting Soundview Graphics who has done HI clothing. **#17 complete** Door hangers for notification of work being done on water system has been purchased.
- 8) Water Dept. Projects in Near Future. #9 trees behind Pump Station and outside the fence will be assessed by professional per Island Manager. Owner of neighboring lot has been contacted. Inside trees will be removed by Charles and wood given to members. Kramer will take out stumps for the Roads Storage Area. Project is pending future budget. #13 Map Diagram. Charles has talked to web

master about using GPS equipment (possible \$700 purchase) to locate items and diagram them on a map so anyone responding to a problem has a visual marked reference. The Committee suggested making an Inquiry to the membership for lending the GPS Equipment before purchasing. #14 Property Information Book - The office staff takes multiple steps to find complete member/property/water service information. Once a format is identified, this could be a Committee project to consolidate known information into one notebook.

- 9) Budget Discussion Questions: Terrill inquired "What budget percentage is to be paid by base fee and tiered water usage fee?" Discussion noted the Committee and Board need to educate the membership about how water billing provides all properties availability of water and access to a viable water system. A more explicit name is needed for "usage fees" "excess usage fees" "tiered fee" or "step fee". Judy and Terrill will work on a Beachcomber article about this. The Land Use Committee is studying the issue of grey water being generated and not treated properly. The goal is to protect water purity. Check with Dept. of Health for definition of "grey water" and guidance about proper treatment.
- 10) \$8,000 used by HMC from the Water Reserves. Judy is still perusing this issue with no response from the Board. Discussion noted that Water Funds must be kept separate from HMC because of different number of billing accounts, quarterly billing, loan repayments, and meter readings are all part of the water bill.
- 11) Cross Connection Responsibility. Judy stated HI Water is working with Northwest Water Systems (NWS) to insure compliance. Both Judy and Kathy have been instrumental in updating the Water Files.

NEW BUSINESS:

- 1) Rate Study Information. Fred Fath working with Office Staff produced the latest Water Data Spreadsheet for our review. Discussion noted that we need to identify monthly average base usage for Herron Islanders to be accurate in rate setting. The current spreadsheet is organized by water meter antenna number but would be easier to use if it were by member number or alphabetical.
- 2) Water Tap Newsletter. Charles is working on an article about identifying household water leaks for the next Beachcomber and web site.

Meeting adjourned at 10:40 Next meeting on Friday January 3, 2014 at 8:30 AM,

Submitted by Dana Gruber, Kathy Deuster, and Judy Greinke