

HERRON ISLAND WATER COMMITTEE MEETING MINUTES

Regular Water Committee Meeting on May 10, 2013 - Community Center 9:30 – 11:30

Members in Attendance: Judy Greinke, Kathy Deuster, Dana Gruber, Charles Smith, Terrill Chilson, Janet Podell (HMC Board Member)

Members absent: Mike Shettlesworth, Rich Urfer Guest: Sherri Anderson - HMC Board

Old Business:

Minutes from the previous April 2013 meeting were approved with the clarification of adding an absent members name to attendance. These will be posted online.

1. Water Use Efficiency Report:

- Judy noted this report cost \$300 for WA Water to prepare last year. The Island Manager will prepare and submit this report to the Department of Health in July when due.

2. Door Knob Notification:

- Charles Smith completed a design for a generic door-knob notification for interruption of water service.

- Committee reviewed entire proposal. Suggested we need to use a Track Phone with reception all over the island vs. personal phone number for contact. Get specific info for all costs: Track phone, minutes, sufficient commercial hangers, etc. Must set up administrative plan that tells members to communicate problems.

Recommendation: Submit door knob notification to HMC Board for wording approval, commercial ordering and track phone use. Immediately prepare black/white on color stock notices for temporary notification and once all phone numbers and information is complete, begin getting commercial printing costs.

3. Service Request Form:

Charles Smith submitted a design for a service request form to be used by the Water Department and placed on the HMC Website. It includes the following: member's name, contact phone number, address location of the problem, description of the problem and any other additional information needed. Space is left for Office use as a way to keep track of requests and materials that might be needed.

Recommendation: Submit Service Request form to HMC Board for approval and begin using it.

4. Administration of Water System:

- Billing requirements: Committee estimated it would cost HMC office staff approximately \$500/mo to bill preparation and now additional 1 - 3 hours per month to do meter reading, downloading and transfer to billing. Contract proposals from NW Water (\$1082) and WA Water (\$1659) were significantly more expensive vs. HMC.

- The Committee discussed ways to save money and felt a postcard bill would work well for our water department. This would save on envelopes as well as postage. The program needs to be established for transfer from quick books billing which we are using now.

- **Action:** Sherri will work with Carolyn in the office to create postcard bill from Quick Books billing system.

- Discussed need for contract with a company for major repairs and having a certified On-island Water Distribution Manager. Judy will submit Satellite Management and Island Water Distribution Manager job responsibilities to be placed in the Board packets for their information.

Recommendation: End contract with Wa Water and establish a NW Water contract for 1 year timeframe.

Recommendation: Develop and post job position for certified On-island Water Distribution Manager.

5. Administration and Operations Rules:

- HMC Board President has suggested changes and the need to put some of the water rules into the new HMC Rules that are now being completed.
- Need to set up combined Board and Committee mtg. to discuss before elections. Judy will try to set up on May 24 or 31.

New Business:

1. Water Department Lots Maintenance and Improvement Projects:

- Charles shared a priority list for site improvements to include: painting inside/out Pump House; floor sealing; removal 50 alder grove trees; re-grading yard; installing a trench drain for wet areas; installing a cement walkway; placing a Pump House drain hole; etc.

Approved: Purchase building paint, ladder, floor sealer, and make Pump House drain hole. Coordinate thru Judy/Claudia to possibly work with Andy Anderson on projects if extra help is needed.

- **Action:** Charles will submit detailed list, cost, and priorities to Judy. This will be an on-going list for the next several years.

Submitted by Dana Gruber and Judy Greinke