

Attendees: Judy Greinke – chair, Claudia Ellsworth - IM, Janet Podell – HMC Board, Charles Smith – Water Distribution Manager, Dana Gruber – temporary secretary

1. WATER ADMINISTRATIVE AND OPERATING POLICY

Revisions to Administrative Policy to include additional language about discontinuance of service etc. (sections O-R). It was agreed that this information will be published in the existing Administrative and Operating Policy.

This revised document needs to be approved by HMC Board at June meeting and then put on line at HMC Website Water Documents.

Delinquent Members will be identified and notified according to this Water Policy when water service is discontinued. This will be an on-going issue.

2. CROSS CONNECTION SURVEY PAPERWORK

Only one member continues to be delinquent in returning the survey checklist. Letters and survey forms were provided multiple times and copy was placed on residence structure notifying member of this requirement and that water may be turned off.

Three of the condemned properties are being notified that their water will be turned off and locked by HMC.

3. BACKFLOW PROTECTION

Through the Cross Connection Survey, several backflow assemblies were reported. It is a state law that backflow devices are required for all hazard situations such as hot tubs, fire protection sprinklers, outside water irrigation, and swimming pools that are plumbed directly to the existing HMC Water Lines. Charles is working with NWS to clarify each situation that requires a backflow protection device.

Letters are being drafted to all members who have a device about the state requirement for annual testing, to be done by a Department of Health certified tester, and provided two options for the testing; 1- Member can schedule and pay for the annual inspection and then forward the positive test results to HMC or 2- Opt-in to an annual group testing inspection at a lower cost per test. This group service will be paid for by HMC and charged to each member's next water bill.

4. CONSUMER CONFIDENCE REPORT

Herron Island Water is required to notify all water customers about the quality of our water through the Consumer Confidence Report and fill out a System Certification Form.

Charles shared Department of Health information and Conservation Tips for review and Claudia will complete the reports which will be included in the next membership mailing.

5. WATER USE EFFICIENCY REPORT

Conservation goals are required from all Class A Water systems in Washington State. Herron Island Water will submit the goal of decreasing total water production from wells by 5 percent over the next 6 years. The goal will be for 2014 – 2020. The monthly source meter readings will be used to monitor goal progress. Claudia will complete the form and give a copy to Board Members to be shared with membership at the June Board Meeting.

6. TENTATIVE SCHEDULE FOR WATER RATE STUDY

June 2014 – Individual meters are read monthly and data recorded.

Software is revised to handle recording data from meter reader into quick books. Billing continues at flat rate. Leak lists are generated and members notified of continuous or high water usage

July – December 2014 – Water Dept. continues to collect water usage data and designs an efficient way to evaluate these numbers as average daily water usage per month for each water connection. Research neighboring water companies usage and charges.

January – May 2015 - Billing continues at flat rate. Herron Island 2014 water usage data will be used along with the seasonal usage component to set fair base fees and tiered water usage rates. Develop or purchase software that takes the multiple layers of usage per connection and provides individual members billing statement.

June – September 2015 – Billing continues at flat rate plus adding an unofficial example of a tiered water usage bill to each water customer to encourage conservation of water and field member's questions and concerns about new billing system.

October 2015 – Begin tiered water usage billing.