

Water Committee Meeting Minutes

September 12, 2018

Meeting started approximately 6:10 p.m.

Members in attendance: Tom Moore, Velinda Brown, William James, Larry Pazaski

Reviewed current balances in Water system accounts:

M&O \$60,041.60

Reserve 307,614.96

Discussed current water system monitoring system upgrades and installation progress. Currently most of the new monitoring system is installed. There is a communication problem with the south well flow meter to the monitoring system control box. Solutions are being developed.

Tom Moore stated that he contacted Kevin and Shaun at NWS about the Water system monitoring system. The system will have to be programmed to make notifications in alerts are received, such as loss of power, pump failed to turn on, etc. This will be completed once the system is up and fully operational.

Discussed monthly water rates.

Upcoming projects are dwindling fast and the state of the water system is stable. It is projected that no major upgrades or major maintenance is expected for approximately the next decade. It is the intention to keep water rates the same.

Discussed reserves

It is the intention of the committee to move excess M&O funds to the reserves for at least the next few years. Over the last few years there have been many maintenance actions and upgrades performed to the system which has retarded the growth of the reserves balance. The committee wishes to increase the reserves at a more rapid rate, without any increase in dues, to recover from the retarded growth over the next few years and attempt to get ahead and prepared for any future issues that may arise. The next major expected maintenance item is the replacement of the water meters in the entire system. More information will be looked at for planning and preparation to determine life span and current condition of all water meters in the system.

Discussed 2018 project list:

Fire hydrant painting completed

Flow meters installation completed

French drain landscaping at north well site completed

County taxes paid

Pump house doors complete

Well site maintenance complete

DOE sanitary survey deficiencies, all completed except for well vent and reservoir ladder removal.

Discussed reservoir tank cleaning, tentatively scheduled in October.

Discussed SWMPS document, SWMPS guide and how to use both. It was brought to the attention of the board that Northwest Water Systems (NWS) may have already made updates to the SWMPS document in 2016. We could receive that document but would have to pay for it. Committee members will wait for further information about the NWS SWMPS document update before attempting to conduct updates ourselves.

A part of the SWMPS document that was discussed was the Cross-Connection Controls program. This program is designed to identify property that have devices or systems installed on the property that could be a potential source of water system backflow and contamination. It is believed that NWS should have developed this program and be maintaining it for us, however there is no record of it. An inquiry will be made as to its status.

It was discussed that Tom Moore requires assistance as the water committee chairperson, especially when he is not available in the area. William James and Larry Pazaski appointed by Tom Moore (Water Committee chairperson), to serve as co-vice chairpersons for the water committee. Appointment unanimously approved by all members in attendance.

Action items:

1. Tom Moore to contact NWS about the following items:
 - a. SWMPS document update. **UPDATE** 9/14/2018 NWS has the latest update as of 2010/2011 and will provide a copy for us to start working with.
 - b. Cross-Connection Controls program
2. Tom Moore and William James will complete the following items:
 - a. North Well (SO2) vent
 - b. Removing the reservoir tank ladder
3. Tom Moore to scheduled reservoir tank cleaning.

Meeting adjourned approximately 7:20 p.m.