

Water Committee Meeting Agenda - FINAL
February 11, 2023 - 8:30 AM

Location: Online only by Zoom for Water Committee, Board of Directors and Guests
Meeting ID: 844 1172 6918 Passcode: 998366

Call to Order from the Chair: Kelly Evans

Committee Members Roll Call: Chair Kelly Evans, Secretary Anne Moen, Treasurer Don Bird, and Members Dan Cossano, Sue Hearron, Wally Montz

Board Members:

Staff: Water System Manager Chris McMullen

Guests:

Comments from the Chair: Kelly Evans

Approval of Minutes:

- January 14, 2022

Comments/Questions from Guests (Limited time):

Additions to Agenda from Committee Members (Agenda additions may be deferred to the next regular meeting because of time constraints)

Brief CAM Report: Roger Milliman

Financial Reports – Don

Finance Committee Liaison Report – Sue Hearron

Motion to approve Financial Reports

- Submitted to the BOD for prior month

Water System Manager's Report (Items that should be discussed as follow-up)

- 1) Manager's report and consumption spreadsheet
- 2) Project status:
- 3) Maintenance status:
 - a. Customer meter maintenance
 - b. System leaks and repairs
- 4) New information

Correspondence from Members

- 1) Written – None
- 2) Email – None

Motions regarding correspondence (if any):

Motions to the BOD from January 14th WC Meeting

Motion made by Dan Cossano to approve the fence bid from Summit Fence CO after the bidder has been vetted. Motion seconded by Don Bird and carried with no nays.
(Contractor was vetted by Christy via L&I website and approved by the BOD)

Motion was approved by BOD at their January 21st regular meeting

Action Items from December 10th Meeting:

- Kelly should receive a DocuSign form to fill out form Heritage bank to become an authorized signer.
- Kelly and Chris to compose a follow up memo to the community regarding the Saint Andrews water leak.
- Don is editing the draft Water System Plan.
- Don Bird has technical knowledge of the electronic meter reading system and will work with Chris also to help solve the problem.
- Chris will reach out to Coast Controls to verify the bid price and then prepare a Project Approval Request (PAR) for well #2 repairs.
- Chris is working on a new Logo decal for the Water truck and signs for emergency situations.
- Chris will put together bulleted items he would like to see in the forgiveness letter.
- Chris and Rhonda to write a process for Meter Locks.
- Kelly and Roger will meet and write up Lake Limericks hydrant identification plan to submit to the fire department.
- Shauna will research a way to report interest earned on a monthly or quarterly basis.
- Make refrigerator magnets with important phone numbers for community members.

Unfinished Business

- 1) Water System Plan Draft Update and Approval – Don and Kelly
- 2) Hydrant Unbagging Update – Chris
- 3) Mason County Emergency Notification System
- 4) Other

New Business

- 1) Forgiveness Request Letters
- 2) Budget Planning for 2023-2024
- 3) Guidelines and procedures for forgiveness
- 4) Communication with Members
 - a) Regular/Informational
 - b) Emergency Response
- 5) Communication with staff
- 6) Other New Business
 - a) _____
 - b) _____
 - c) _____

Anticipated New Business for 2023

- 1) 2023-2024 Budget
- 2) Long-Range Plan Approval
- 3) Procedures for rate determination for meter-locked non-users
- 4) Fee Schedule
- 5) Other New Business
 - a) _____
 - b) _____

Announcements

- Next meeting: March 11, 2023; 8:30 AM Location: ZOOM only
- Agenda suggestions for the next meeting
 - _____
 - _____
 - _____

Motion to move to closed session to discuss personnel issue

Motion to return to open session

Motions from closed session (approval if necessary)

Motion to Adjourn