



Surfside Water Planning Committee

Minutes

Meeting Date
January 11, 2018

1. Call to order (9:35 am) ----- James Clancy

2. Roll call:

James Clancy, John Purdin, Tom Newman, Kirby Smith, Scott Winegar (phone), Gary Williams, (phone) James Flood (phone), Laura Frazier, Bill Neal, Gilbert Gonzalez.

3. Water Main Replacement Report ----- Gilbert Gonzalez

Gilbert Gonzalez reported to the committee that in January 2018- 580' of water main replaced on 324th Place between N Place and 321st Place. Installed 2- 6" gate valves.

4. Proposal from Gray & Osborne ----- James Clancy

James Clancy reported to the committee that he requested a quote from Gray & Osborne, civil engineering firm, to assess the condition of Surfside's distribution infrastructure with the intent of determining water main replacement priorities. The purpose of the report is to provide members with justification from an outside professional expert the importance and need for the Water Main Replacement project and to establish water main priorities to guide decision making and policy setting by the Board. The proposed cost of the report is \$7,465.00. The cost of the report will be taken from the 2018 Water Main Replacement budget.

5. Water System Manager's Report ----- Bill Neal

Highlights of report:

In January 2017 Surfside had 1,837 residential customers. In December of 2017 Surfside had 1,856 residential customers. In 2017 Surfside added 19 residential services.

Water Distribution System Leakage was 15.7% in 2017 or a total of 14,380,000 gallons. Washington State Law (WAC 246-290-820) requires water system to have less than 10% distribution system leakage. As failing water mains are replace and leaks are found and fixed the percentage of water lost will be reduced.

ATEC Treatment Plant removes iron and manganese from the raw well water. During 2017 the ATEC Treatment Plant removed, on average, 73% of the iron and 88% of the manganese from the raw water.

The disinfection byproducts running annual average are below the MCL set by the Environmental Protection Agency (EPA) for both TTHM and HAA5. TTHM continue to be above the Washington State action level (see WAC 246-290-72004(3)(b)) requiring Surfside to install a Department of Health approved filtration plant.

The water department collected 20 routine coliform bacteria samples for analysis in 2017. Routine coliform bacteria samples are required by Washington State law (WAC

246-290-300) for compliance with EPA standards. All 20 samples were good. The water department also collected 20 investigative coliform bacteria samples for analysis in 2017. Investigative coliform bacteria samples are collected after water main breaks to assure the water system was properly disinfected during the repair. All 20 of the investigative samples were good. The water department collected 8 construction coliform bacteria samples for analysis in 2017. Construction coliform bacteria samples are collected after new water main is installed and pressure tested and before the new water main is commissioned. All eight of the construction coliform bacteria samples were good.

The water department performed:

- 220 customer service calls in 2017;
- 174 water main locates in 2017;
- Repaired 8 distribution system leaks in 2017;
- Repaired 15 water main breaks in 2017;
- Installed 19 new services in 2017;
- Decommissioned 6 abandoned water services in 2017.
- Sent 459 cross connection control compliance letter to members in 2017;
- Performed 388 cross connection control investigations in 2017;
- Performed 9 onsite cross connection control surveys in 2017;
- Observed the installation of 38 backflow assemblies in 2017;
- Tested 91 backflow assemblies in 2017;
- Discontinued water service to 11 members in 2017 for failure to complete a water use questionnaire.
- Replaced 3710 feet of water main in 2017;
- Replaced 14 water main gate valves in 2017;
- Installed 3 new fire hydrants in 2017;
- Restored 2720 feet of right-of-way in 2017.
- Mailed 236 potential leak letters in 2017;
- Performed 76 member leak investigations in 2017;
- Resolved 66 member leaks in 2017;
- Carried over 81 unresolved leaks into 2018.

High water use in December indicates that the three high use members have leaks. The committee asked that the high use issue be made an agenda item for the January board meeting. The discussion will be about disconnecting water from members who refuse to repair leaks.

6. Carbon Treatment Plant ----- Bill Neal

Bill Neal reported that the Carbon Treatment Plant was placed online on December 12, 2017. There were several delays in getting the plant online. The pressure regulating/reduction valve in the booster system failed as he began backwashing the new carbon media. The first vendor did not properly repair the valve. A second vendor was able to find the issue and get the valve working properly. What should have been a four day repair ended up being a four week repair.

Water test show that the Carbon Treatment Plant is working very well. Many of the committee members commented that they have noticed a marked improvement in water

quality. The water department will take its next round of disinfection byproduct samples in March 2018. We are confident that the disinfection byproducts will be significantly lower.

The committee discussed the frequency of carbon replacement. According to the carbon manufacture the carbon will need to be replaced every 12 to 18 months. The 2 year pilot test by Gray & Osborne indicated the carbon may last significantly longer than that.

Oysterville Road Loop Project----- Bill Neal

Bill Neal reported that the project is pending acquisition of easements from Ocean Crest Condominium #1 Owners and Ocean Crest Condominium #2 Owners. The attorney is working on an easement agreement to present to the owners. Neither of the Condominium Associations are incorporated. Therefore, each of the owners will have to execute the agreement. This will delay the project significantly.

Booster Pump Replacement Project:----- Bill Neal

Bill reported that failure of the pressure regulating/reduction valve also delayed the booster pump replacement project. The two 15 hp pumps are installed. The electrician is scheduled to complete his work on Tuesday January 16, 2018. The programmer is scheduled to commission the two 15 hp pumps on Thursday January 18, 2018. If all goes well, we will install the two 40 hp pumps the last week in January.

Proposed Changes to the Employee Manual:----- Bill Neal

Bill Neal reported to the committee that Surfside's managers are recommending amendments to the Employee Manual. The amendments will be presented to the Board of Trustees for their consideration at the January Board Meeting. On November 8 2016 Washington voters approved Initiative 1433 "Fair Labor Standard". The Department of Labor and Industries has completed rule making on the act. Surfside must amend its Employee Manual to be in compliance with the new rules (Chapter 296-128 WAC).

Highlights of the rule:

- 2018 minimum hourly wage for employees over 16 years ----- \$11.50
- 2019 minimum hourly wage for employees over 16 years ----- \$12.00
- 2020 minimum hourly wage for employee over 16 years ----- \$13.50
- Starting Jan. 1, 2021, minimum wage increases will be calculated by L&I using a formula tied to the rate of inflation (based on the Consumer Price Index for Urban Wage Earners and Clerical Workers - CPI-W.
- Starting January 1, 2018, employers in Washington will be required to provide their employees with paid sick leave.

Accrual

- Paid sick leave must accrue at a minimum rate of one hour of paid sick leave for every 40 hours worked. This includes part-time and seasonal workers.
- Paid sick leave must be paid to employees at their normal hourly compensation.
- Employees are entitled to use accrued paid sick leave beginning on the 90th calendar day after the start of their employment.

- Unused paid sick leave of 40 hours or less must be carried over to the following year.
- Employers are allowed to provide employees with more generous carry over and accrual policies.

Usage

- Employees may use paid sick leave:
- To care for themselves or a family member.
- When the employees' workplace or their child's school or place of care has been closed by a public official for any health-related reason.
- For absences that qualify for leave under the state's Domestic Violence Leave Act.
- Employers may allow employees to use paid sick leave for additional purposes.

In addition to amendments to comply with new rules the proposed amendments will clarify "Call Back" pay, "On Call" duties and compensation, Compensatory Time" accrual and use, "Personal Time" as compensation for "On Call" duty, and "Mandatory Call Back" policy for emergencies.

The proposed amendment to the Employee Manual include adding Christmas Eve to the paid holidays.

Conservation Rate Presentation----- Bill Neal

Bill Neal gave a presentation to the committee on the conservation rate. Using an excel spreadsheet Bill demonstrated how different conservation usage limits and rates would affect the members based on 2017 usage. Bill will make the same presentation at the January Board meeting.

7. Adjournment (11:35 am)----- James Clancy

Minutes Approved By:

Date: _____