

Waterloo Acres Community Water Association Special Meeting

April 9, 2024

Mission: *To provide a safe, economical, and reliable drinking water supply to our community.*

Agenda

Small Water System Plan overview (25m)

By-law changes (10m)

Multiple service connection issue (10m)

Upcoming elections (15m)

Housekeeping

This is a private meeting for Association members only

Please hold questions /comments until the end of each section

When commenting, please state your name and address for the record. All comments should be directed to the Board only

The meeting duration is planned for 60-75 minutes

Small Water System Management Program

What is it?

A planning tool for community water systems to build technical, managerial, and financial capacity

What are we doing it?

The regulatory compliance and financial landscape has changed since our system was implemented in 1972. This plan provides a framework for maintaining our water system at the most economical rates possible

Is this plan required?

It is optional now because we have a **GREEN** (Healthy) status with WASDOH. Should that change, this plan would be required. We also need this plan to apply for low-interest loans in the event of an emergency.

How would we lose our **GREEN status with WADOH?**

If we exceed service connection capacity, or our routine testing shows levels above state thresholds.

What happens if we lose our **GREEN status with WADOH?**

- We would be required to have the SWSMP formally approved
- Island County would not issue any building permits for structures using potable water until we return green.

Small Water System Management Program

Managerial

Conducting necessary activities such as staffing, planning, maintaining accountability, and interacting with customers and regulatory agencies.

Technical

The physical system, including source, treatment, storage, and distribution plus the ability of personnel to operate the system adequately.

Financial

The system's ability to generate sufficient revenue, maintain credit worthiness, and manage funds through budgeting, accounting, and other methods of fiscal control.

Small Water System Management Program -Managerial

Service policies

- New Service Connection process
- **Residential rights and responsibilities**
- System responsibilities
- Rate and fee structure
- Customer notification & consent for inspections and repair
- Water use efficiency goals

Cross-Connection Control Program (CCC)

- All Group A community and non-community public water systems must comply with the CCC requirements of WAC 246-290-490
- **Establishing legal authority**
- Developing administrative and technical procedures

Source Water Protection program (SWP)

- Protects groundwater or surface water sources that supply our system.
- Map source water protection area
- Define the Sanitary Control area
- Develop a contingency plan

Emergency Response plan

- System information & inventory
- Notification process
- Escalation process
- Event response actions

Small Water System Management Program -Technical

Certified Operator (King Water)

- Required for water systems like ours
- Performs water quality monitoring
- Maintains systems records for regulatory compliance

Operations and maintenance program

- Routine maintenance schedule
- Control Position for Valves, Switches, Relays, and Timers
- Supplier lists / parts reserves

Water quality monitoring program (WQMS)

- Routine sampling
- Water Facilities Inventory
- Testing recordkeeping

Component inventory and assessment

- Short-lived asset inventory (<6 yrs – examples: switches, filters / media)
- Long-lived asset inventory (>6 yrs – examples: well, well pump, pressure tank)
- Water rights assessment and future well study

Water production documentation & consumption

- Total volume
- Metered –vs- unmetered
- Demand forecasting
- Approved service connection management (**we are 48 of 48 currently**)

Note: Mandatory testing, reporting and recordkeeping have always happened

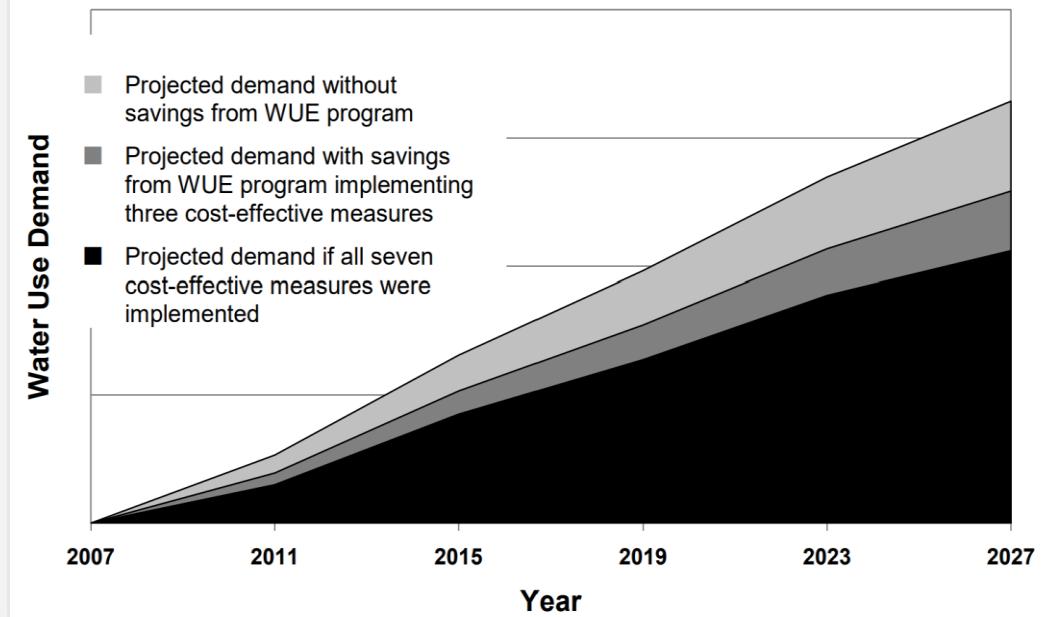
Small Water System Management Program

-Technical continued

Water Use efficiency program

- Help customers and the system use water most efficiently.
- Required by WAC 246-290-810
- Demand forecasting
- **Customer rights and responsibilities acknowledgement**
- Supply-side measures (leak detection systems)
- Demand-side measures (faucet aerators)
- *Water rate structures encouraging demand efficiency (more on next slide)*
- Reclaimed water opportunities

Projected Water Use Demand Example



Small Water System Management Program -Technical continued

Tiered water rates

- Implementation process
 - Form a committee comprised of Board and Community members
 - Evaluate rate structures (inclining and seasonal)
 - Establish water usage tiers
 - Provide notice and bill examples based on historical usage
- Billing cadence Monthly / Bi-monthly / semi-annually?
- Meter reading routines
- Payment system options

Small Water System Management Plan -Financial

Revenue Sufficiency

- Water systems must create a list of planned (or future) improvements (WAC 246-290-105).
- Cost-forecasting models for planned improvements
- Six-year budget
- Special assessments or water rate changes to meet improvement needs

Credit worthiness

- Prepare for low-interest USDA and State loans if needed for emergencies
- Have matching funds on-hand for grant programs
- Maintain GREEN status with WADOH

Small Water System Management Program -ByLaw changes

Rights and responsibilities documentation

- Necessary for Service Plan and Water Use Efficiency program
- Directs the Board to complete R&R form scoped to requirements within the SWSMP
- All owner-Occupied Association members would acknowledge receipt of form, which may be updated no less than annually
- Association members renting property served by the Water System would have incoming tenants complete the R&R form during the lease agreement process, or retroactively for current tenants.

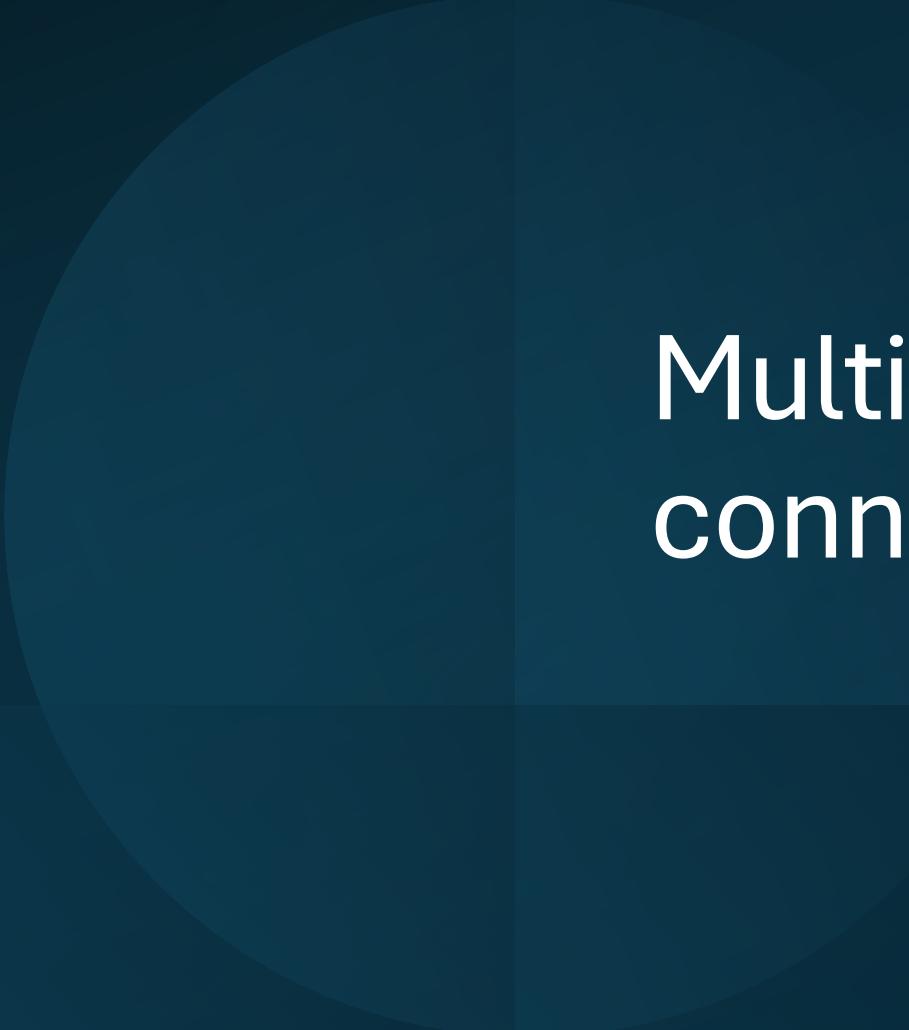
Cross-Connection Control Program

- Hazard surveys
- Installation of backflow preventers to protect the public water system
- Customer attestation of compliance with plumbing codes at time of work
- Tracking assembly test reports
- Public education.

Small Water System Management Plan

-Q & A

Association member questions or comments



Multiple service
connection issue

Multiple Service Connection issue

-Background

Current By-Laws:

Article IV, Section IV – “*Members of the Corporation shall be furnished water by said Corporation for residential and domestic purposes only and each membership certificate shall entitle the holder thereof to one (1) residence dwelling hookup only*”

Q&A:

Q: How do we define service connections in Waterloo Acres?

A: Waterloo Acres has...

(1) only residential populations &

(2) clearly defined single family residences

Per 246-290-010 (226): "Service connection" means a connection to a public water system designed to provide potable water to a single-family residence

Q: How many service connections do we have?

A: One per-parcel. 48 registered with WSDOH, 48 allocated but only 46 recorded

Q: What happens if the WSDOH determines we exceeded our service connection limit?

A: We would lose our pre-1977 status and need to complete the Water System Plan with full engineering and County / State approval (Minimum expense: **\$50k**)

Multiple Service Connection issue

-Timeline

Timeline

- **March 2023:** The Board authorized water availability (WAV) for one ~1600 SF single family residence for the parcel
- **April – June 2023:** The member applied and received two building permits referencing the single WAV; the 1600 SF SFR and another 1000 SF Accessory Dwelling Unit (DADU) *<Exceeding our service connection limit, and violating our by-laws>*
- **January 4 2024:** After the Board learned of two dwellings under construction, we informed the member the construction plans were against our by-laws and would not be connected to service.
- **January 11 2024:** The member ignored the notice. Our attorney notified the association member via certified mail and email.
- **January 29 2024:** The member continued to ignore the notice. Our attorney notified Island County Planning of the error in issuing two building permits on one WAV
- **March 12 2024:** The Island County Planning Director & Association member removed the range and rescoped the permit to an ‘Accessory Structure’. They stated the change removed the need for a 2nd WAV. We escalated the issue to the Island County DOH.
- **March 28 2024:** The Island County Department of Health determined that the 2nd structure required a WAV from our water association

Multiple Service Connection issue

-Current state

Before water will be connected to the parcel, the member is required to perform a Water Availability Verification plan review with the Association. For this member, that meeting is tentatively scheduled for the week of **April 15**.

Going forward

- Fees for legal consultations for this fight are approximately **\$4k**. We intend to petition the County for recompense, but that figure may become a special assessment of **\$87** per household.
- The Board approved changes to our process to help prevent WAV over-use in the future.
- We all must be conscious of any parcel exceeding the (1) single-family residence rule. Our service connections are directly tied to that by-law, and we place our well and financial stability at risk if the rule is broken.

Multiple Service Connection issue

-Q & A

Association member questions or comments

Upcoming elections

Upcoming elections

-Roles & responsibilities

President

Supervise all activities of the corporation; execute all instruments on its behalf, preside at all meetings of the Board and membership, call on such meetings as necessary.

Vice-President

Fills in for the President during absences. Also maintains the website & related technologies.

Secretary-Treasurer

Keeps all records of the Board and membership meetings. Receives and is accountable for all funds belonging to the corporation, pays all obligations, maintains bank accounts, and prepares financial statements

Water Manager

Be the Community's first point of contact for water issues / alerts. Be the primary liaison with our Certified Operator for technical tasks, scheduling, and scope. Lead proposals for maintenance or upgrade tasks necessary for proper operations. Delegate to board members or general community routine tasks like meter reading or grounds maintenance

Director at large

Takes on responsibilities as needed for proper functions of the Board.