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From: **Jack Bainbridge**

Date: Sunday, December 11, 2016

Subject: basic training

To: albert simonson , [Scott Dell](#)

Albert and Scott,

In a note sent out yesterday I was listed as one of the volunteers. I am not sure why I was put on that list but my name should be removed. As you know effective the end of this month, I have resigned my position on the Board. My intent is to turn in my keys on January 1 and no longer be involved in the day to day operation of the water district. If issues come up where I might have some useful information, I will be willing to discuss them with both of you but the operating decisions need to be made by the people that are respected and trusted by the new Board. I see my continued official involvement in operations as a potential distraction and I have decided that a clean break is necessary.

That being said, I should be available to help with water watcher training that occurs this month or next. (Albert, a morning session on New Year's Eve may be better than on New Years Day.) I noticed that the Water Watchers check list that was sent out was based on a version prepared before the large storage tank was replaced. It also had me listed as one of the contacts for problems which should be changed. Attached is a Microsoft Word document of an updated version that you can modify to provide the appropriate contact information.

As I have mentioned to both of you I am in the process of updating the WWD Operations Manual and will provide that to you. Unfortunately there have been a lot of changes this year and it is taking longer then I hoped to revise the diagrams and the text. This is something that will need to be updated periodically so I will give you the Microsoft Word document so you can make future updates.

I also have accumulated a lot of information over the past 4 years that also needs to be transferred to the people that will be taking over the day to day operating duties. I think it is best that the 3 of us meet to review what you would like me to provide you to make the transition of the operating duties as smooth as possible. **This week I could meet Wednesday 12/14 in the afternoon or Thursday 12/15 in the morning or afternoon. Please let me know if either of these days work for you or suggest other dates.**

To facilitate this review the following lists covers the typical operating duties that you can use as a starting point to assign responsibilities:

My routine duties have included:

- Review the daily and pass-down Pump House logs a couple times a week to see if there are any unusual results or observations that need to be addressed.
- Check the Emergency Generator alarm status and Hour Meter on a bi-weekly basis. (Reset any alarms that would prevent the generator from starting and verify that the weekly 10 minute exercise runs have occurred.)
- Reviewing the monthly well water meter, hour meter and water level readings taken by others and produce the well water level, and well production charts. (Because of the drought the well water levels have been measured semi-monthly but the production charts have only been prepared based on monthly data.) There are 2 Excel spreadsheet that were passed down by Bob Franke that are updated each month and used to prepare the charts. When you figure out who is going to do that computer work I can be available to review the spreadsheets with them if it would be helpful.
- Prepare a quarterly Operations summary report. In addition to noting any significant issues that have been addressed or are ongoing, the main purpose is to note any potential issues that may require Board action. (i.e. potential maintenance issues, equipment malfunctions, etc.)
- Update the confidential individual lot usage data based on the quarterly residential meter readings.
- Conservation Reporting: Tabulate monthly production water data based on Daily Log data that has been required to be reported to the State for 2013, 2015 and 2016. (A simple Excel spreadsheet has been used to maintain this data.) Provide annual report to the State as required.
- Adjusting the Time Of Use, Call for Water Timer. This needs to be updated at a minimum on May 1 and November 1 when the Summer/Winter Peak and Semi-Peak periods change. In addition adjustments may need to be made when the daily pumping duration changes as seasonal demand increases or decreases.
- Changing out well and residential meters as required.

Operation duties that were performed by other Board members included:

- Monthly and semi-monthly well water meter, hour meter and water level readings. The Board member who has been doing this resigned and turned in their keys after the reading on December 4. The next monthly read should be on or near January 1. I have never used the Sonic Water Level meter but Tim Taschler had done these readings with Bob Franke and should be able to show you how it is done.
- Periodic well piping maintenance.(1 gallon of chlorine added to 2 of the 5 active wells when water levels are measured. See attached well maintenance log.)
- Fire hydrant flushing. (Due to the drought this has not been done for the last 2 years)

