

# Water Committee

December 10, 2015

1:00 PM

Community Building

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**Meeting called by:** Charles Smith

**Type of meeting:** Committee

**Facilitator:** Charles Smith

**Note taker:** Charles Smith

**Timekeeper:** Charles Smith

**Attendees:** Charles Smith, Judy Greinke, Janet Podell, Kathy Deuster, Karl Schafer, Claudia Ellsworth

**Please read:** Proposed Confidentiality Agreement

**Please bring:** N/A

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## Minutes

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**Agenda item:** Water Billing

**Presenter:** Charles Smith

**Discussion:**

This is continued discussion from last meeting.

If people have any questions on the water bill or the detail, they should contact the Herron Island Water Department or the HMC Office. Janet noted that the chart seems kind of small and not that easy to read. Prior to the February billing, Charles will work with Fred on this revision.

Members may need additional clarification on the water billing detail page – specifically matching the chart with information shown in the tables.

Note that the water billing presentation of 11 April 2015 is no longer posted on the Herron Island website. Charles will send a copy of the Powerpoint presentation to the web master for inclusion under the Water System button.

**Conclusions:**

None at this time.

**Action items**

**Person responsible**

**Deadline**

✓ Transmit Water Billing presentation to webmaster

Charles

01/10/2015

✓

✓

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**Agenda item:** Leak List

**Presenter:** Charles Smith

**Discussion:**

This discussion is continued from last meeting.

Leak List Notification Letters have been submitted to HMC Management Island Manager as of 12/20/2015. These letters should be mailed out the week of 12/21/2015.

Policy revision discussion (added after monthly committee meeting): If a member is on the Leak List (Exception Report) and that member is not resident on the island, the Water Distribution Manager (Charles) will visit the property and assess the issues related to the potential leak. If it looks to be that the member is not returning to the property prior to the next meter reading, the Water Distribution Manager will turn the water service off at the meter. The member will be mailed a notice that their water service has been turned off at the meter because of a suspected leak. This should help members to not incur water billing costs while they are not in residence.

**Conclusions:**

None at this time.

Action items	Person responsible	Deadline
✓ Issue Leak List Notification Letters	Charles and Claudia	12/24/2015
✓		
✓		

**Agenda item:** Back Flow Prevention Device Inspection **Presenter:** Charles Smith

**Discussion:**

This is a continuing discussion from last meeting.

Judy provided the contact information for the back flow prevention device inspection company:

Backflow Only, LLC.

[mybackflow@gmail.com](mailto:mybackflow@gmail.com)

(253) 606-4104, Cell (253) 255-0616

As in the past two years, it is expected that HMC will send out Backflow Device Inspection Reminder letters in March 2016 for an inspection to take place in August 2015. If anyone knows of members with backflow prevention devices, the member should contact the Water Committee, Water Distribution Manager or the HMC Office to be included in the reminders.

Once the inspector has completed the backflow device inspection and testing, the results are distributed to: the member, HMC, Northwest Water Service and the Washington State Department of Health (to fulfil the annual backflow device inspection and testing requirements).

**Conclusions:**

Judy to provide contact information

Action items	Person responsible	Deadline
✓ Review of list of back flow prevention devices	Committee	January MTG
✓		

**Agenda item:** Fee Schedule Revisions **Presenter:** Charles Smith

**Discussion:**

This discussion is continued from the previous meeting. The following text will be presented to the Finance Committee for review and inclusion into the 2016-2017 Budget.

It seems that we will need to replace some items of the water distribution system because of damage being done by Members. The damage includes things like lawn mower broken lids and meter boxes. I would like to add some items to the HMC Fee Schedule that are specifically related to the water department.

The cost of the material items may change over time, so we may need to add some language to the affect that the member that incurs the damage will be responsible for the material costs and labor costs to replace.

These items would include, but not be limited to the following:

Meter Box Lid Replacement	\$50.00
Meter Box Replacement	\$100.00
Meter Replacement	\$500.00
Antenna Replacement	\$500.00
Meter Setter Replacement	\$500.00

I would also like to add an item for turning off a member's water service. We have items for termination of service and restarting service after termination. The item I would like to add is the "D'oh, I forgot to turn off my water service for the winter" item. With this item, a member could request to have the water department voluntarily turn the member's water service off if the member is not returning for the length of time. This would help prevent frozen or broken pipe leaks and any other type of failure in the member's water service. The cost would be kept low to encourage people to turn their water service off when they are not in residence on the Island.

Voluntary Water Service Turn Off	\$10.00
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**Conclusions:**

A memorandum will be drafted and presented to the Finance Committee.

**Action items**

- ✓ Draft Memorandum
- ✓
- ✓

**Person responsible**

Charles Smith

**Deadline**

January MTG

**Agenda item:** Water Department Maintenance Trailer and Fire Hose Demonstration Events.

**Presenter:** Charles Smith

**Discussion:**

Charles will continue to work on getting the second deck constructed and installed for the 1-1/2" fire hose. This will be done as time allows. Two additional 100 foot 1-1/2" fire hoses have been purchased for the trailer. These hoses will be added to the trailer as soon as the second deck installation has been completed.

Two 100 foot 1-1/2" hoses, one nozzle and 1 hydrant wrench plus storage box have been purchased for the water truck. These items are currently being stored at the community building.

There are no current demonstrations planned at the moment. With winter, there are very few people on the Island and most of those people have already attended the demonstration. If people want to have additional demonstrations during December through April, they can let me know and I will schedule. It is likely that the next demonstration will be after the April HMC Board Meeting (09 April 2016) and Emergency Preparedness Meeting. Depending on how long these meetings go, plan for the presentation to be held at 1:00 PM.

During the previous Water Department Maintenance Trailer Demonstrations, attendees have asked for a couple of items to be added to the trailer.

1. Maps showing the locations of the fire hydrants (highlighted) to be placed at the Community Building and the North Beach Pavilion. These maps would be large format (about 24 inch by 36 inch) and laminated to protect against weathering.
2. A smaller version of the hydrant location map would be included in the tool box on the Water Department maintenance Trailer. This map would also be laminated and would include phone numbers of the Water Department, HMC Office and any volunteer wishing to have their contact information included.

**Conclusions:**

None at this time.

**Action items**

- ✓
- ✓
- ✓

**Person responsible**

**Deadline**

**Agenda item:** Water Committee Status Revision

**Presenter:** Charles Smith

**Discussion:**

This discussion is continued from the previous meeting. Charles will draft a document to present this change in status to the HMC Board prior to the January 2016 Board Meeting. Please review and comment.

The water committee was originally developed to assist the Island Manager and the HMC Board with the details of procurement, contracting, administration and construction of the water distribution system replacement project. The water committee researched information, provided oversight and inspection services during the construction activities. At this time, even though we were dealing with member's contact information and locations, most of these activities were based on previously published information or information that was already part of the public record (i.e. addresses, phone numbers, parcel numbers, etc.)

Now that the construction portion of the water distribution system has been completed, the water committee has transitioned to modes of repair/maintenance and water service billing. As others have previously stated - HMC Water is

basically a utility company serving the members of the HMC Management community. The Water Committee is now dealing with much more sensitive information amounting to loans, financing, delinquencies and service notifications for individual members. This is a much different situation than volunteers researching material costs and construction techniques as was done during the construction project.

As the Water Committee is now dealing with billing information, we think it would be prudent to have the Water Committee fall under the same privacy policies as the Finance and Rules committees and the HMC Board/Office/Administration. This does not mean that the Water Committee meetings or activities will be completely private. There will still be opportunities for dissemination of information (such as general water usage) as we do with the Consumer Confidence Report and other previously published documents. We see this policy implemented when the Water Committee is discussing the billing process and other member specific information. This is very similar to the Finance Committee in that they produce the budget in committee, then the budget is published for the members to review and comment. Water service billing would be handled the same way - as in producing the water service billing, billing rates and details in committee, then publishing the rates for the membership.

It would be unfortunate if this is seen as the water committee trying to hide issues from the membership - it is not. Using the privacy policy would safeguard member's confidential information.

I would like to have further discussion on this topic at the next Water Committee Meeting. Attached is a draft non-disclosure document. This document will be presented to the HMC Board for review and incorporation into the Water Committee Mission Statement and policies.

**Conclusions:**

Recommendation to the HMC Board that the Water Committee – when dealing with member information – should be under the same privacy policies as the Rules Committee, the Finance Committee and the HMC Board/ Office/ Administration.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Develop recommendation for HMC Board	Charles Smith	January MTG.
✓		
✓		

**Agenda item:** New Washington State Health Department Rules      **Presenter:** Charles Smith

**Discussion:**

We have been informed by the Washington State Health Department via a postal flyer that the State is implementing new rules and regulations for coliform and other water sampling and testing. These new rules are to be implemented April 2016. As yet, we have not discussed the impacts of these new rules. When the rules and regulations are published in full, we will meet with Northwest Water Service (currently our water sampling and testing service) to discuss the impacts.

**Conclusions:**

None at this time.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓		
✓		
✓		

**HMC Water Committee  
Proprietary/Non-Disclosure Agreement**

The purpose of this document is to provide awareness of the sensitivities regarding Membership information as it pertains to the HMC Water Department and the responsibilities of the Water Committee to protect any HMC Member information that is discussed or disseminated during the regular course of Water Committee business.

HMC Management is a business entity operating as a Washington State Non-Profit Corporation. As with any business, information created by the governing Board of Directors or their authorized Committees can sometimes be sensitive and/or proprietary in nature. It is incumbent upon members of the Water Committee to protect and treat any HMC Membership information discussed or disseminated from the Water Committee as proprietary in nature. This would include information about HMC Member water billings, water usage, loan status, financing, delinquencies, water leakage, service notifications, or other information that a reasonable person would consider to be private in nature.

I have read and understand my responsibilities as a member of the HMC Water Committee.

I agree:

- To treat any information I receive either by verbal, written, or electronic means related to Water Committee issues as sensitive and proprietary to the members of the Committee.
  
- Not to disseminate this information outside of the Water Committee unless other parties have demonstrated a specific need to know and release of the information has been pre-approved by the Water Committee Chairman.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## ***Other Information***

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**Observers:**

None attended

**Resources:**

N/A

**Special notes:**

The next meeting of the Water Committee is scheduled for 1:00 PM, 02 January 2016 in the Community Building. We have had a request to have this meeting on a Saturday. Having this meeting on 02 January is the Saturday prior to the HMC Board Meeting on 09 January. I am aware that this is close to the Holidays so, please let me know if we need to reschedule.