

Water Committee

January 2, 2016

1:00 PM

Community Building

Meeting called by: Charles Smith

Type of meeting: Committee

Facilitator: Charles Smith

Note taker: Charles Smith

Timekeeper: Charles Smith

Attendees: Charles Smith, Janet Podell, Kathy Deuster

Please read: Proposed Confidentiality Agreement Revisions

Please bring: N/A

Minutes

Agenda item: Water Billing

Presenter: Charles Smith

Discussion:

This is continued discussion from last meeting.

The next water meter reading is expected to take place on 15 January 2016 (Friday). This reading will be used in producing the 01 February 2016 Water Service Bill and Usage Detail Sheet.

After this billing, the Process Document for producing the Water should be available for Water Committee Review and Comment. Comments should be made available at the 06 February 2016 Water Committee Meeting.

Conclusions:

None at this time.

Action items

Person responsible

Deadline

✓

✓

✓

Agenda item: Leak List

Presenter: Charles Smith

Discussion:

This discussion is continued from last meeting.

The next set of Leak List Letters is expected to be sent out on 19 January 2016 after the next meter reading on 15 January 2016.

Note that we still have some members that have been on the Leak List for more than 6 months. We will need to make the decision to precede with water service termination letters at the 06 February 2016 Water Committee Meeting.

Policy Decision Discussion: Please see the Herron Island Water Department Administrative and Operation Rules – Section H, Section M and Section P. The following paragraph will be added to Section P – Discontinuing of Service, Subsection 4 – Suspected Leak Termination by WDM.

“If a member is on the Leak List (Exception Report) and that member is not resident on the island at the time of the water meter reading, the Water Distribution Manager will visit the property within 48 hours of the meter reading 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 water service will not be locked. The member will be mailed a notice that their water service is suspected of having a leak and has been turned off at the meter. “

Conclusions:

None at this time.

Action items

- ✓ Issue Leak List Notification Letters
- ✓
- ✓

Person responsible

Charles and Claudia

Deadline

02/19/2016

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. If you are interested in contact information for the backflow device inspection company, the information is available from the HMC Water Department.

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 2016. 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. The Water Committee will try to finalize the contact list of members and draft the contact letter at the February Water Committee meeting.

Conclusions:

Judy to provide contact information

Action items

- ✓ Review of list of back flow prevention devices
- ✓

Person responsible

Committee

Deadline

Feb. 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.

See attached list (page 6 of 7) for details.

Conclusions:

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

Action items

- ✓ Draft Memorandum
- ✓
- ✓

Person responsible

Charles Smith

Deadline

01/28/2016

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 see page 5 of 7 and 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 a utility company serving the members of the Herron Island community. The Water Committee is now dealing with much more sensitive information including but not limited 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 individual member 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 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 revision implemented when the Water Committee is discussing the billing process and other member specific information. This is very similar to the Finance Committee when they discuss delinquencies or other items that impact the budget in committee. The budget is then published for the members to review and comment. Water service billing would be handled in a similar 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.

Additional Member Input – A member wanted to add to this discussion and a conversation took place between the member and the WDM on 31 December 2015 in the HMC Office at approximately 11:00 AM. The member's points included:

- Committees should never need to deal with individual member information. Individual member issues are the responsibility of HMC Administration and the HMC Board.
- There is no need for a committee to discuss anything under confidence. All committee items should be open and transparent to the membership.
- It is a slippery slope to membership mistrust, rumors and bad intentions if anything is done "behind closed doors"

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. The Proprietary Information/Non-Disclosure Agreement is voluntary. Signing or not signing the agreement does not impact the ability of members or non-members to attend and contribute Water Committee Meetings.

Action items

- ✓ Develop recommendation for HMC Board
- ✓
- ✓

Person responsible

Charles Smith

Deadline

Feb. 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.

Update: As of the January meeting we have not received notification from Washington State as to what changes have been made. Will follow up when we get additional information.

Conclusions:

None at this time.

Action items

Person responsible

Deadline

- ✓
- ✓
- ✓

**HMC Water Committee
Proprietary Information/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 private membership or individual water service connection information I receive either by verbal, written, or electronic means related to Water Committee issues as sensitive and proprietary to the members of the Water Committee.

- Not to disseminate this private membership or individual water service connection information outside of the Water Committee unless other parties have demonstrated a specific need to know. Any request for release of information should be directed to the HMC Board, HMC Water Department or HMC Administration.

Signature: _____ Date: _____

Printed Name: _____

**Revised Fee Schedule
HMC Water Department**

The Water Committee would recommend the following HMC Water Department Fee Schedule changes for the 2016-2017 HMC Annual Budget. These changes would be incorporated into the Herron Island Water Department Administrative and Operating Rules – Section G: Rates, Charges and Fees under new Subsection 2 – Damages to Water Distribution System Equipment.

Items that are part of the HMC Water Distribution System that are damaged by Members or others will be replaced at the following cost of materials and labor. The costs of these replacements may change over time. The HMC Water Department reserves the right to revise the costs as necessary to cover the replacements.

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

Meter Box Lid Replacement \$50.00

If the meter box lid is damaged by such means as lawn mower, vehicle drive over or other, the lid will be replaced at cost to purchase plus ¼ hour of labor.

Meter Box Replacement \$100.00

If the meter box is damaged by such means as lawn mower, vehicle drive over or other, the box will be replaced at cost to purchase plus 1 hour of labor.

Meter Replacement \$500.00

If the meter is damaged so as not to be functional for the purpose of accurately metering the water service, the meter will be replaced at cost to purchase plus 1 hour of labor.

Antenna Replacement \$500.00

If the antenna is damaged so as not to be functional for the purpose of accurately transmitting the metering of the water service, the antenna will be replaced at cost to purchase plus 1 hour of labor.

Meter Setter Replacement \$500.00

If the meter setter is damaged so as not to be functional for the purpose of holding the water meter or providing leak free water service, the meter setter will be replaced at cost to purchase plus 4 hours of labor.

Voluntary Water Service Turn Off \$10.00

If a Member has forgotten to turn off their water service at the water meter, the Member can contact the HMC Water Department and request a "Voluntary Water Service Turn Off". The HMC Water Department will then turn off the water service at the water meter within 48 hours of the request.

Other Information

Observers:

None attended

Resources:

N/A

Special notes:

The next meeting of the Water Committee is scheduled for 1:00 PM, 06 February 2016 in the Community Building. My apologies for the confusion with regards to the January meeting date. Please note that I have asked Merry Kugot to update the community calendar to include a regular meeting time of the 1st Saturday of the month (the Saturday prior to the HMC Board meeting) at 1:00 PM at the HMC Community Building. Thus, we are scheduled to meet:

06 February

05 March

09 April

07 May

04 June

02 July – Conflict with Booster activities

06 August

03 September – Conflict with Booster activities

01 October

05 November

03 December