

Team Meeting

November 10, 2015

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, Karl Schafer

Please read: N/A

Please bring: N/a

Minutes

Agenda item: Water Billing

Presenter: Charles Smith

Discussion:

The first water billing has been distributed to the membership. The billing shows the detail and use for August, September and October. Any overages will be just for the month of October. The detail shows 15 months of historical usage.

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.

Conclusions:

None at this time.

Action items

Person responsible

Deadline

✓ None at this time.

✓

✓

Agenda item: Leak List

Presenter: Charles Smith

Discussion:

Leak list notification letters were not sent out in October. We will resume sending out leak list notification letters the first of December for leaks noted on the November meter reading. The idea behind the notification letters is to provide prompting to fix leaks now that they are charging for more than just the base fee.

Known repairs needed at water meter location have been fixed.

Conclusions:

None at this time.

Action items

Person responsible

Deadline

✓ Issue Leak List Notification Letters

Charles and Claudia

12/11/2015

✓

✓

Agenda item: Back Flow Prevention Device Inspection

Presenter: Charles Smith

Discussion:

Still Looking for contact information from Judy – or anyone else that had their back flow preventer service last year. I would like to get the name and phone number of the person or business that we used last time so that we can look into scheduling the same service again for this years annual inspection.

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:

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

Person responsible

Deadline

✓ Draft Memorandum

Charles Smith

Dec. 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 are being purchased for the trailer.

Two 100 foot 1-1/2" hoses, one nozzle and 1 hydrant wrench plush storage box are being purchased for the water truck.

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 from 1:00 PM.

Conclusions:

None at this time.

Action items	Person responsible	Deadline
✓		
✓		
✓		

Agenda item: Water Committee Status Revision **Presenter:** Charles Smith

Discussion:

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 this was 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 service billing. As others have 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. 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, I do 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 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. I 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 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.

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 Office.

Action items	Person responsible	Deadline
✓ Develop recommendation	Charles Smith	Dec. MTG.

✓

✓

Other Information

Observers:

None attended

Resources:

N/A

Special notes:

The next meeting of the Water Committee is scheduled for 1:00 PM, 10 December 2015 in the Community Building. Please let me know if we need to reschedule.