# **Water Committee**

February 6, 2016

1:00 PM

**Community Building** 

Meeting called by:Charles SmithType of meeting:CommitteeFacilitator:Charles SmithNote taker:Charles Smith

Timekeeper: Charles Smith

Attendees: Charles Smith, Janet Podell, Kathy Deuster, Frank Harrison, Diane DeGood

Proposed Confidentiality Agreement Revisions, Leak Letters, Water Department Maintenance

Please read: Trailer Flyer

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 took place on 16 January 2016 (Friday). This reading was used in producing the 01 February 2016 Water Service Bill and Usage Detail Sheet.

The Process Document for the Water Detail and Water Billing process is being reviewed by Fred Fath (application developer) and Carolyn Snyder (HMC Office Manager). Comments will be incorporated as they become available. A "first draft" of this document is expected to be available for review at the April 2016 Water Committee Meeting. Please see the revised detail sheet on page ##.

#### **Conclusions:**

None at this time.

Action itemsPerson responsibleDeadline✓ Review of process documentCarolyn, Fred, Charles04/02/2016

✓

✓

Agenda item: Leak List Presenter: Charles Smith

#### Discussion:

This discussion is continued from last meeting.

As of the 16 February 2016 meter reading, there are four members on the exception (leak) list. Each of these members have been notified with an Exception Report Notification Letter. Copies of the Exception Report Notification Letters are included with these meeting minutes. Note that these letters will be edited as needed for the individual circumstances of the individual member's situation.

#### **Conclusions:**

None at this time.

Action itemsPerson responsibleDeadline✓ Issue Leak List Notification LettersCharles and Claudia03/17/2016

Agenda iter	n: Water Committee Status Revision	Presenter:	Charles Smith
Discussion:			
This discuss	ion is continued from the previous meeting.		
members of	closure form has been reviewed by HMC's attorney the Water Committee have signed the document ar er file. A copy of the document is included below.		
Action item	s	Person respo	nsible Deadline
✓			
✓			
✓			
	HMC Water Co		
	Proprietary Information/Non	-Disclosure Agreement	
to the HMC	of this document is to provide awareness of the se Water Department and the responsibilities of the Wassed or disseminated during the regular course of V	ater Committee to protect any	
information of and/or propr Membership include infor	rement is a business entity operating as a Washing created by the governing Board of Directors or their ietary in nature. It is incumbent upon members of the information discussed or disseminated from the Washington about HMC Member water billings, water us ecations, or other information that a reasonable personable.	authorized Committees can s he Water Committee to protec ater Committee as proprietary age, loan status, financing, de	ometimes be sensitive and treat any HMC in nature. This would elinquencies, water leakage,
I have read a	and understand my responsibilities as a member of	the HMC Water Committee.	
l agree:			
wri	treat any private membership or individual water setten, or electronic means related to Water Committee.		
Wa	t to disseminate this private membership or individu tter Committee unless other parties have demonstra ormation should be directed to the HMC Board, HM	ated a specific need to know.	Any request for release of
Signature: _		Date:	
Printed Nam	e:		

# Other Information

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Diane DeGood

#### **Resources:**

N/A

### Special notes:

The next meeting of the Water Committee is scheduled for 10:00 AM, 02 April 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 1<sup>st</sup> 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 - 1:00 PM

05 March - No Meeting

02 April - 10:00 AM

07 May - 10:00 AM

04 June - 10:00 AM

02 July - Conflict with Booster activities

06 August - 10:00 AM

03 September - Conflict with Booster activities

01 October - 10:00 AM

05 November - 10:00 AM

03 December - 10:00 AM

Exception Report/Leak List Letter. Please review and comment.

Dear Herron Island Water Customer:

The [Date of Meter Reading] meter reading Exception Report indicates that you may have a water leak on your private property. Our new meter system creates a "Leak List" that shows if your meter reading has been flowing at more than one gallon per hour continuously for more than 24 hours.

The Herron Island Water Department is responsible for all leaks and problems on the HMC side of your meter. If a leak or problem occurs on your property, the repair is your responsibility. If work needs to be done within two feet of the HMC meter in any direction, you must contact The Water Distribution Manager at <a href="mailto:hmcwater@herronisland.org/">hmcwater@herronisland.org/</a> / (206) 707-4645, or the HMC office at <a href="mailto:253-884-9350">253-884-9350</a> before attempting a repair. This will help insure that we can avoid damaging the meter or fittings.

You may attempt to do other repairs on your property yourself or hire a qualified person to do so.

Water customers will be billed on a usage basis beginning October 2015. We are attempting to identify individual member leaks so that members can avoid paying for water consumed in leaks once the billing begins. This work will also satisfy the Annual Water Use Efficiency requirements of the State Department of Health. In addition, if the leak continues, it may become necessary to curtail or terminate the member's water service until it is repaired.

Additional information on the Water Department Policies can be found on the Herron Island Website at:

http://www.herronisland.org

Select: Water System button on the left

Select: Water Admin and Operating Rules link (http://www.herronisland.org/home/water/admin\_rules.pdf)

Fee Schedule: http://www.herronisland.org/home/members/feeschedule.pdf

If you have any questions, please contact <a href="mailto:hmcwater@herronisland.org">hmcwater@herronisland.org</a>, or the HMC office.

Level 1 Exception Report Letter: This letter would be used when HMC first notices a possible leak, but that leak could be due to other circumstances such a watering gardens.

Dear Herron Island Water Customer:

The [Date of Meter Reading] meter reading Exception Report indicates that you may have a water leak on your private property. Our new meter system creates a "Leak List" that shows if your meter reading has been flowing at more than one gallon per hour continuously for more than 24 hours.

This notice is to let you know that we noticed. The inclusion on the Leak List could be due to watering gardens or some other use of water. We would suggest that you take a moment and review your water usage. This will help in making the determination if there is an actual leak. HMC Water Department will review the next meter reading to see if there is an issue that needs to be resolved.

The Herron Island Water Department is responsible for all leaks and problems on the HMC side of your meter. If a leak or problem occurs on your property, the repair is your responsibility. If work needs to be done within two feet of the HMC meter in any direction, you must contact The Water Distribution Manager at hmcwater@herronisland.org /(206) 707-4645, or the HMC office at 253-884-9350 before attempting a repair. This will help insure that we can avoid damaging the meter or fittings.

You may attempt to do other repairs on your property yourself or hire a qualified person to do so.

Water customers will be billed on a usage basis beginning October 2015. We are attempting to identify individual member leaks so that members can avoid paying for water consumed in leaks once the billing begins. This work will also satisfy the Annual Water Use Efficiency requirements of the State Department of Health. In addition, if the leak continues, it may become necessary to curtail or terminate the member's water service until it is repaired.

Additional information on the Water Department Policies can be found on the Herron Island Website at:

http://www.herronisland.org

Select: Water System button on the left

Select: Water Admin and Operating Rules link (http://www.herronisland.org/home/water/admin\_rules.pdf)

Fee Schedule: http://www.herronisland.org/home/members/feeschedule.pdf

If you have any questions, please contact hmcwater@herronisland.org, or the HMC office.

Level 2 Exception report Letter: HMC would use this letter if a property has been on the Leak List more than three (3) consecutive months.

Dear Herron Island Water Customer:

The [Date of Meter Reading] meter reading Exception Report indicates that you may have a water leak on your private property. Our new meter system creates a "Leak List" that shows if your meter reading has been flowing at more than one gallon per hour continuously for more than 24 hours.

This notice is to inform you that this property has been on the Leak List for three (3) or more consecutive meter readings. Please check your property to verify that there is no leak in your water service. Once you have verified the situation on the property, please notify the HMC Water Department or HMC Office that there is no leak or that necessary repairs have been completed. HMC Water Department will review the next meter readings and follow up if there are continuing issues.

The Herron Island Water Department is responsible for all leaks and problems on the HMC side of your meter. If a leak or problem occurs on your property, the repair is your responsibility. If work needs to be done within two feet of the HMC meter in any direction, you must contact The Water Distribution Manager at <a href="mailto:hmcwater@herronisland.org/">hmcwater@herronisland.org/</a>(206) 707-4645, or the HMC office at <a href="mailto:253-884-9350">253-884-9350</a> before attempting a repair. This will help insure that we can avoid damaging the meter or fittings.

You may attempt to do other repairs on your property yourself or hire a qualified person to do so.

Water customers will be billed on a usage basis beginning October 2015. We are attempting to identify individual member leaks so that members can avoid paying for water consumed in leaks once the billing begins. This work will also satisfy the Annual Water Use Efficiency requirements of the State Department of Health. In addition, if the leak continues, it may become necessary to curtail or terminate the member's water service until it is repaired.

Additional information on the Water Department Policies can be found on the Herron Island Website at: http://www.herronisland.org

Select: Water System button on the left

Select: Water Admin and Operating Rules link (http://www.herronisland.org/home/water/admin\_rules.pdf)

Fee Schedule: http://www.herronisland.org/home/members/feeschedule.pdf

If you have any questions, please contact hmcwater@herronisland.org, or the HMC office.

Level 3 Exception Report Letter: HMC would use this letter if a property has been on the Leak List more than five (5) consecutive meter readings. This is the letter that would trigger the review of the situation and the determination as to if or when a water service will be turned off.

Dear Herron Island Water Customer:

The [Date of Meter Reading] meter reading Exception Report indicates that you may have a water leak on your private property. Our new meter system creates a "Leak List" that shows if your meter reading has been flowing at more than one gallon per hour continuously for more than 24 hours.

This notice is to inform you that this property has been on the Leak List for five (5) or more consecutive meter readings. Please check your property to verify that there is no leak in your water service. Once you have verified the situation on the property, please notify the HMC Water Department or HMC Office that there is no leak or that necessary repairs have been completed. The repairs will need to be completed to the satisfaction of the HMC Water Department to resolve this issue. HMC Water Department will review the next meter readings and follow up if there are continuing issues. If you do not address this situation within [\_\_\_\_\_] days, HMC will begin proceedings to terminate your water service. See HMC Policy, Herron Island Water Department Administrative and Operating Rules, Section P and Section R on Termination of Water Service.

It is not our intent to stop your water service. Our intent is to repair all noticed leaks so that you are not paying for water that you are not using. The HMC Water Department will work with you to determine the best solution to repair the leak and to keep costs down. Please see attached listing of Water Leak Detection Services.

The Herron Island Water Department is responsible for all leaks and problems on the HMC side of your meter. If a leak or problem occurs on your property, the repair is your responsibility. If work needs to be done within two feet of the HMC meter in any direction, you must contact The Water Distribution Manager at <a href="mailto:hmcwater@herronisland.org/">hmcwater@herronisland.org/</a> /(206) 707-4645, or the HMC office at <a href="mailto:253-884-9350">253-884-9350</a> before attempting a repair. This will help insure that we can avoid damaging the meter or fittings.

You may attempt to do other repairs on your property yourself or hire a qualified person to do so.

Water customers will be billed on a usage basis beginning October 2015. We are attempting to identify individual member leaks so that members can avoid paying for water consumed in leaks once the billing begins. This work will also satisfy the Annual Water Use Efficiency requirements of the State Department of Health.

Additional information on the Water Department Policies can be found on the Herron Island Website at:

http://www.herronisland.org

Select: Water System button on the left

Select: Water Admin and Operating Rules link (http://www.herronisland.org/home/water/admin\_rules.pdf)

Fee Schedule: http://www.herronisland.org/home/members/feeschedule.pdf

If you have any questions, please contact hmcwater@herronisland.org, or the HMC office.

Level 4 Exception Report Letter: HMC would use this letter if a property has been on the Leak List more than twelve (12) consecutive meter readings. This is the letter that would trigger the review of the situation and the determination as to when a water service will be turned off.

Dear Herron Island Water Customer:

The [Date of Meter Reading] meter reading Exception Report indicates that you may have a water leak on your private property. Our water meter system creates a "Leak List" that shows if your meter reading has been flowing at more than one gallon per hour continuously for more than 24 hours between meter readings.

You have been notified previously that this property has been on the Leak List for twelve (12) or more consecutive meter readings. Please contact the HMC Office or HMC Water Department at the contact information below as soon as possible. If you do not address this situation within 30 days of the mailing of this letter, HMC will begin proceedings to terminate your water service. See HMC Policy, Herron Island Water Department Administrative and Operating Rules, Section P and Section R on Termination of Water Service.

It is not our intent to stop your water service. Our intent is to repair all noticed leaks so that you are not paying for water that you are not using. The HMC Water Department will work with you to determine the best solution to repair the leak and to keep costs down. Please see attached listing of Water Leak Detection Services.

The Herron Island Water Department is responsible for all leaks and problems on the HMC side of the water meter. If a leak or problem occurs on your property, the repair is your responsibility. If work needs to be done within two feet of the HMC meter in any direction, you must contact The Water Distribution Manager at <a href="https://mc.ncb.nlm.n

You may attempt to do other repairs on your property yourself or hire a qualified person to do so.

Additional information on the Water Department Policies can be found on the Herron Island Website at:

http://www.herronisland.org

Select: Water System button on the left

Select: Water Admin and Operating Rules link (<a href="http://www.herronisland.org/home/water/admin\_rules.pdf">http://www.herronisland.org/home/water/admin\_rules.pdf</a>)

Fee Schedule: http://www.herronisland.org/home/members/feeschedule.pdf

If you have any questions, please contact hmcwater@herronisland.org, or the HMC office.

Revisions to the Water Usage Detail Sheet. The "Version 18" Detail sheet is shown below.

					Herron Isla	and Water D	epartment					
						119 Lakebay	, WA 98349					
			HMC Office:	253-884-9350			HMC Water	Department: 20	06-707-4645			
		Member Name	<u>,                                      </u>				Service Addre	.ee				
		Member Numb					Meter Number					
					Report Date:		2/1/2016					
					Quarter	ly Base Char	ge Details					
			Month Base Fee		Jan \$18.00	Feb \$18.00	Mar \$18.00		Quarter Totals \$54.00			
			Loan Fee		\$0.00	\$0.00	\$0.00		\$0.00			
					70.00	40.00	*****		70.00			
					Quarter	ly Usage Ch	arge Details					
			Serv	ice	Meter Read	ings	Total	Average Daily				
			From	То	Previous	Current	Gallons	Gallons				
			12/15/2015	1/15/2016	118034	119013	979	32				
			11/17/2015		117011	118034						
			10/15/2015		115523	117011						
			11-	ogo Eoo Cala	ulationa Bassa	I On Averes	Daily Gallons					
		Tier 1		age ree Calci		Tier 2			Tie	er 3		Total
Month	From	То	Rate	Fee	From	To	Rate	Fee	Above	Rate	Fee	
Jan	151	400	\$0.07	\$0.00	401	800	\$0.14	\$0.00	801	\$0.21	\$0.00	\$0.00
Dec	151		\$0.07	\$0.00	401	800		\$0.00		\$0.21	\$0.00	\$0.00
Nov	151		\$0.07	\$0.00	401	800		\$0.00		\$0.21	\$0.00	\$0.00
									Quartlerly Tot	al		\$0.00
Average Dail	y Usage Histo	ry										
				5 45	N. 45	0	0 45					
Date Average Daily	Gallone		Jan 16 32	Dec 15 37	Nov 15 45	Oct 15 47	Sep 15 72	Aug 15 104	Jul 15 148	Jun 15 54		
Average Daily	Galloris		32	31	45	47	12	104	140	34		
Date			May 15	Apr 15	Mar 15	Feb 15	Jan 15	Dec 14	Nov 14			
Average Daily	Gallons		48	40	33	34	36	40	27			
				Average	Daily Gallons							
		160										
		140 120										
		100										
		60										
		40										
		20										
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		See Billing	Statement	ioi Payme	ins, other C	Juaryes, a	nd Total An	nount Due				

On the following page, the "Version 19" detail sheet is shown. The revisions include:

- Larger type face and text
- Larger chart area

Additional revisions will be made if there are additional comments.

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					n Island		-					
				PO E	3ox 119	Lakek	oay, WA	98349				
			LIMO	fice: 253-8	204 0250	1.18.47	Notes D		200 707	4C 4E		
			HIVIC OI	lice: 253-6	384-9350	ПІЛІС	, water D	epartment:	206-707-2	4045		
		Member N	Name				Service A	ddress				
		Member N					Meter Nur					
					Report Da	ate:	2/1/2016					
					Quarterly	Base Cha	arge Detai	ils				
										•		
			Month		Jan	Feb	Mar	QL	arter Tota	ais		
			Base Fee		\$18.00	\$18.00	\$18.00		\$54.00			
			Loan Fee		\$0.00	\$0.00	\$0.00		\$0.00			
					Quarter	ly Usage Ch	arge Details					
			Serv	ice	Meter Read	inas	Total	Average Daily				
			From	To	Previous	Current	Gallons	Gallons				
			12/15/2015	1/15/2016	118034	119013	979	32				
			11/17/2015	12/15/2015	117011	118034	1023	37				
			10/15/2015	11/17/2015	115523	117011	1488	45				
				Usage	Fee Calcu	lations B	ased On A	Average D	aily Gallo	ns		
		7	Γier 1			T	er 2			Tier 3		Total
Month	From	То	Rate	Fee	From	То	Rate	Fee	Above	Rate	Fee	
Jan	151	400	\$0.07	\$0.00	401	800	\$0.14	\$0.00	801	\$0.21	\$0.00	\$0.00
Dec	151	400		\$0.00		800					\$0.00	\$0.00
Nov	151	400	\$0.07	\$0.00	401	800	\$0.14	\$0.00	801	\$0.21	\$0.00	\$0.00
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Date			1/16/2016	12/15/2016	11/15/2016	10/15/2016	9/15/2016	8/15/2016	7/15/2016	6/15/2016		
Average Da	aily Gallons		32	37	45	47	72	104	148	54		
Date			5/15/2016	4/15/2016	3/15/2016	2/15/2016	1/15/2016	12/14/2016	11/14/2016			
	aily Gallons		48	40	33	34	36	40	27			
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