

Water Committee

January 10, 2017

10:30 AM

Community Building

Meeting called by: Charles Smith

Type of meeting: Committee

Facilitator: Charles Smith

Note taker: Charles Smith

Timekeeper: Charles Smith

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

Please read: N/A

Please bring: N/A

Note: Because of scheduling challenges, the January Water Committee Meeting was held over two days – 10 January and 17 January 2017. These meeting minutes reflects and includes what was discussed on both days.

Minutes

Agenda item: Water Department Finance

Presenter: Charles Smith

Discussion:

Continuing the Water Committee discussion on the finances for the Water Department.

The discussion included defining some terms which included:

Revenue – The money generated by the water billing process, fees and charges. This money may vary during the course of the fiscal year based on member water usage (tiers).

Expense – this money will generally be the same during the fiscal year. This money is based on wages, taxes and fees, and materials used for operating and maintaining the water distribution system. There may be variation in expenses if the water department takes on a larger project.

Reserve – this money is banked for the repair and replacement of the major infrastructure pieces needed to operate the water distribution system. The goal is to have enough monies available when needed – with the exception of catastrophic events. Catastrophes would require special attention.

See the Water Department Financial Policy for additional details.

The Water Committee will be looking at these elements of the Water Department finances with the goal of determining if there will need to be changes in the base fee, tier volumes or operational expenses.

Conclusions:

None at this time.

Action items

✓ None at this time.

Person responsible

Deadline

Action items

✓ None at this time

Person responsible

Deadline

Agenda item: Additional Notes on Water Department Finance

Presenter: Charles Smith

Discussion:

The Water Committee discussed several items related to the history of the financial status of the Water Department. The following are observations and comments:

- The Finance Committee should discuss changes to the Water Department budget and other finances prior to the budget being finalized and presented to the membership. The Water Committee will be made available at the convenience of the Finance Committee.
- The reserve funds that have been established for the Water Department are only to be used by the Water Department when necessary and are not available to others.
- Contributions to the Water Department Reserves will be reviewed by the Water Committee and Finance Committee during each fiscal year budget cycle to determine if the contribution is appropriate and necessary.
- Any increase/decrease or change in the Water Department budget will be reviewed and approved by the Water Committee.

Conclusions:

To be in compliance with the HMC Water Department Fiscal Policy (2013). If updates are needed for this fiscal policy, the Water Committee will present the changes to the HMC Management and HMC Board as appropriate for review and approval prior to executing.

Action items	Person responsible	Deadline
✓ None at this time.		

Agenda item:	Water Department Chairman	Presenter:	Charles Smith
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Discussion:

Continuing previous Water Committee Discussion.

There has been a significant amount of discussion on the status of the Water Committee Chairman. Previously, the Chair position had been held by Judy Grenkie, a member on the island. Time commitments and other issues have not allowed Judy to continue on as the chair of the Water Committee and until a permanent Chairman can be placed, Charles Smith, the Water Distribution Manager and HMC employee has been acting as interim chairman.

HMC policy states [looking for the policy that states that chairmen of committees should be members and not employees]. With that being said, the Water Committee is unique among the committees on the island. The chair of the Water Committee should have an understanding of the Water Department, the water distribution system and the requirements for operating and maintaining the water distribution system. Currently, there is no member with those qualifications willing to volunteer for the Chair position.

Because of this circumstance, the Water Committee it is recommended upon approval by the HMC Board that Charles Smith be recognized as the permanent Chair of the Water Committee until such time as a qualified member volunteers for the position.

Conclusions:

None at this time.

Action items	Person responsible	Deadline
✓ None at this time.		

Agenda item:	Water Billing: The Scenarios	Presenter:	Charles Smith
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Discussion:

In association with the discussions of the water billing, the Water Committee will develop some billing scenarios to help evaluate the sensitivity of the water billing application. These scenarios may include:

- What happens if the base fee is \$20?
- What happens if the base volume is changed from 150 AGPD to 200 AGPD?
- What happens if the first tier is changed to \$0.05 instead of \$0.07?

Other likely scenarios will be developed at the supplemental Water Committee meeting on 17 January 2017.

Agenda item:	How to Use a Fire Hydrant	Presenter:	Charles Smith
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Discussion:

The Water Department and Water Committee are developing a narrative for the use of a fire hydrant with the Water Department Maintenance Trailer. After recent events, the Emergency Preparedness Committee asked the Water

Committee to prepare a “cheat sheet” of instructions of what to do if you needed to use the Water Department Maintenance Trailer to help suppress a fire or other incident. A draft of the narrative is included below. Note that when the narrative has been developed with sufficient detail, the Water Department will provide photos for each step to help clarify what needs to be done to operate the trailer successfully.

At the trailer:

The trailer hitch requires a 2 inch tow ball on the vehicle.

Roll the trailer to the edge of the concrete apron.

Hitch the trailer to the tow vehicle.

Close the hitch.

Attached the safety chain to the vehicle.

Open the tool bin and retrieve the Fire Hydrant Location Map to reference the nearest fire hydrant to incident location.

Slowly pull off the concrete apron making sure to be clear of the support posts.

At the Fire Hydrant:

Open tool bin and remove the hydrant wrench.

Place the hydrant wrench atop the fire hydrant on the valve lug.

Remove the blue hose retaining strap from the large diameter fire hose.

Use the hydrant wrench to remove one of the caps on the side of the hydrant.

Carefully thread the hose end onto the hydrant.

Snug the connection of the hose to the hydrant with the hydrant wrench.

Place the hydrant wrench back on top of the hydrant.

Drive toward the fire.

(Note: 200 feet of 2 ½” fire hose will unfurl. If more fire hose is needed, attach additional fire hose. There is a total of 400 feet of 2 ½” fire hose on the trailer.)

At incident location/ at the fire, attach the brass hose adaptor (1 ½” to 2 ½”) to the large diameter fire hose and the smaller diameter fire hose.

(Note: the smaller diameter fire hose is 100 feet in length. If additional fire hose is needed, attach more hose. There is a total of 400 feet of 1 ½” fire hose on the trailer.)

Open the tool box and retrieve the nozzle.

Attach the nozzle to the fire hose.

(Note: the nozzle is closed when turned all the way to the right – open when turned to the left. There are three stages of spray from the nozzle: light spray, heavy spray and fog.)

Check to make sure the fire hose is laid out clear from objects and is not kinked or twisted. Clear objects and straighten fire hose as needed.

Turn on the fire hydrant slowly. This is done by turning the hydrant valve in the direction of the arrow on top of the hydrant.

(Note: If the nozzle is already open, water will start to flow. If the nozzle is not open, open the nozzle slowly to release the trapped air in the fire hose.)

Aim the nozzle and flow of water at the base or bottom of the fire. Move the spray right and left to suppress the fire.

(Note: Do not move forward until the fire has been extinguished. It is better to stay back and be safe.)

When the fire is suppressed, turn the nozzle off.

When You Are Done:

When you are ready to clean up, turn off the fire hydrant by using the hydrant wrench to close the valve.

Slowly open the nozzle to relieve any water pressure that might still be in the hose.

Disconnect the hose from the fire hydrant.

Replace the cap on the side of the fire hydrant and snug with the hydrant wrench.

Return the hydrant wrench to the tool box.

Disconnect the small diameter hose from the large diameter hose.

Remove the hose adaptor.

Return the brass hose adaptor in the tool box.

Remove the nozzle.

Return the nozzle in the tool box.

Return any other materials that you got from the tool box to the tool box.

(Note: the upper deck of the trailer is hinged at the tool box.)

Raise the upper deck on the trailer.

Return the fire hose to the trailer starting with the swivel coupling on the outside edge at the back of the trailer.

(Note: with the swivel coupling at the back on the right/left it is easier to pull off and attach to the hydrant the next time the fire hose is needed.)

Stack the fire hose the length of the trailer.

(Note: if you used more than one length of fire hose, you’ll need to repeat the process for each length of hose.)

Attach the fire hose retaining strap once all of the large diameter hose is on the trailer.

Lower the upper deck.

Repeat the process of stacking the fire hose with the smaller diameter hose on the upper deck.
Attach the fire hose retaining strap once all of the smaller diameter fire hose is on the trailer.
Return the trailer to the Community Building covered area.
Disconnect the trailer from the tow vehicle and roll the trailer to the back of the concrete apron.
The trailer should be ready to go for the next time.

Notes:

If something doesn't work right or something goes wrong when using the trailer, please tell the Water Distribution Manager and/or the HMC Office so that repairs or adjustments can be made quickly.

If you use the trailer, please tell the Water Distribution Manager and/or the HMC Office so that the trailer can be checked over and made ready for the next use.

Action items	Person responsible	Deadline
✓ Charles will take some photographs and write a draft description for the operation of the Water Department Maintenance Trailer.	Charles Smith	28 Feb 2017

Other Information

Observers:

N/A

Special notes:

The next meeting of the Water Committee is scheduled for 10:30 AM, 10 January 2017 in the Community Building.

10 January – 10:30 AM (supplemental 17 January – 9:30 AM)

07 February – 10:30 AM

07 March – 10:30 AM

Note: In general, Water Committee meetings will be held on the Tuesday prior to the HMC Board Meeting at 10:30 AM in the Community Building at Goodpastor Park. Any variations will be noted in these minutes and on the Herron Island Community Calendar.