

## WATER COMMITTEE MINUTES MARCH 3, 2015 Community Center 1:30 PM

Members in Attendance: Judy Greinke – Chair, Charles Smith – WDM, Claudia Ellsworth – Island Manager, Janet Podell – HMC Board, Kathy Deuster, Fred Fath

### METER READING AND BILLING

Fred Fath has written software for HMC Water Department that will calculate each month's usage for all 397 water connections.

Water meters are read around the 15<sup>th</sup> of each month depending on the day of the week our part time Water Distribution Manager and Office Manger are at work.

The new tiered water billing (starting October 2015) will have 2 separate pages. One page will show details of the past 3 month's water activity and identify the exact number of days in each billing period. Average daily water usage will be used to calculate the bill to avoid big fluctuations in the amount of member's water. Total water used will be divided by the number of days in that billing period.

The second page will be the actual bill showing water charges and any other incidental charges for the previous 3 months. Bills will continue to be sent out quarterly on the first of February, May, August, and November and are past due on the 1<sup>st</sup> day of the following month.

### PROCESS DOCUMENT

We will be developing a process document (Tribal Knowledge) that shows all the parts of our software and billing information for future reference.

### WATER DEPARTMENT PROJECTS

Charles discussed a few of the water dept. related projects for the coming year. He will present a written summary for members within the next few weeks.

### APRIL 11, 2015 MEMBERSHIP WATER MEETING 1:30PM

We discussed seating and discussed our information and various options for this upcoming presentation. Boosters will provide light refreshments that afternoon.

### NEXT WATER COMMITTEE MEETING

April 7, 2011 at 1:30 PM at the Community Center. We will go through the presentation as a group to make sure all equipment and information is correct.

Minutes written by Judy Greinke