

CMA Infrastructure Committee Charter

As of: 19 Aug 2018

Establishment: The CMA Infrastructure Committee was established at the August 2018 CMA Board of Directors meeting with membership identified as Tom Holz, Joe VanMeter, and Cathy Levey.

Purpose: To develop and maintain information in a systematic method on the water, sewer, road, electric, communications and other infrastructure systems of the Coolfont Mountainside Association for the purposes of general knowledge, maintenance, development, prioritization, and funding for use by the CMA Board of Directors, members, employees, and contractors.

Membership: Membership is open to all CMA members, in good standing, CMA employees, contractors, or other personnel appointed by the board or the committee chair based on need, expertise, and background knowledge.

Priorities: Per instruction from the Board of Directors, focus shall be compiling information on the water, sewer, road, electrical, and communications systems, in that order. The board of directors may modify the tasks, permanently or temporarily, based on specific CMA needs.

Integration: The CMAIC shall work with and receive support from other CMA committees for the betterment of the CMA.

CMA Infrastructure Committee Water Distribution System Task

Tasks

1. Collect, inventory, and organize all available hardcopy/softcopy sources of information on the CMA water system construction and implementation: maps, documents, interviews, etc.
2. Determine an appropriate documentation system: library, database, GIS, computer based, local/cloud storage, or other as needed.
3. Determine and implement best method for validating hard/softcopy records versus actual in ground system: GPS/GIS, paper maps/documents, database, pictorial, etc.
4. Make products available to the Board, CMA members, employees/contractors per their individual needs.

Water Distribution Information Collection

1. Identify/obtain information sources
 - a. Painter-Lewis drawings/material
 - b. MR2 drawings/material
 - c. CMA documents:
 - 1) CMA poolside office
 - 2) Cathy Levy files/materials/knowledge
 - 3) Joe VanMeter files/materials/knowledge
 - 4) Craig Dean files/materials/knowledge
 - 5) Others' files/materials/knowledge
 - d. Interviews as appropriate (Hobday, Hall, Broxson, other as identified)
2. Documentation System
 - a. Establish a hardcopy library with systematic storage of original/copied documents
 - 1) Index with name, source, date, how to re-obtain
 - 2) Establish organization system for easy reference
 - 3) Establish access methods to maintain integrity and avoid misplacement, inadvertent destruction, loss due to fire, water damage, etc.
 - b. Establish a softcopy library with systematic storage
 - 1) Scan all hardcopy materials to softcopy for backup, security, and ease of reference/distribution
 - 2) Establish organization structure/storage for easy reference
 - 3) Establish access methods for integrity and avoid misplacement, destruction
 - 4) Digitize information with emphasis on data/metadata integration into single source/consolidated format/map(s)

- 5) Establish backup method, location, frequency to avoid corruption, misuse, destruction
3. Conduct field work to validate/correct information
 - a. Develop list of needed information types/sources (e.g. [ESRI proposed data dictionary](#))
 - b. Conduct field measurements/data collection via GPS/GNSS/GIS to georeference/map wells, pumps, pipelines, connections, joints, valves, meters, interconnections, transferences, equipment, asphalt and gravel roadways, etc.
4. Conduct needed post processing and data reduction for:
 - a. The hardcopy and softcopy libraries
 - b. Digital systems as determined appropriate
 - c. CMA members/organizations, maintenance personnel/contractors, and ad hoc needs.