

LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE MEETING
January 14, 2017
Minutes

The Meeting was called to order at 09:05 am by Chair Phyllis Antonsen

Members Attending: Chair Phyllis Antonsen, Secretary Don Bird, Treasurer Mark Franklin and Members Brandon Koch, Gary Lentz and Brian Parnell.

Board of Directors Attending:

Employees Attending: Steve Wheaton

Contractors Attending:

Guests Attending:

Approval of Minutes

A motion was made by Brian Parnell, seconded by Gary Lentz and passed with no nays as follows:

To approve the Minutes of December 10, 2016 as written.

Additions to Agenda:

1) Discuss DOE preconstruction grant application.

Comments from BOD:

Comments from Guests:

Financial Report -attached

1) Status of financial reports:

Deborah Wallace had provided an updated Water System Report for December 2016. Mark indicated that sufficient funds had been transferred from the Edward Jones to the Water accounts to pay for past water utility taxes that were paid for by the Association and not reimbursed from the Water account. Phyl noted that accounting is now working on a cash basis rather than an accrual basis.

2) Delinquent accounts and accounts payable:

The office is getting on top of collections. The Water Committee reviewed the draft guidelines for Collections and had some suggested revisions. It was noted that the draft guidelines had some changes relative to the current policy which would need to be reviewed and approved by the Board before implementation.

A motion was made by Brandon Koch, seconded by Brian Parnell and passed with no nays as follows:

To approve the financial report for December as presented.

Water Distribution Managers Report - Attached. Updated by comments from Steve Wheaton.

The leak rate for the month is high again at 19.2% However there are at least 2 or 3 leaks on Dartmoor but it is too cold to repair now as the ground is frozen. Also Steve indicated that he needs to get estimates from NWS regarding the amount of water lost to past leaks. Rhonda has also been requested to review the calculations from the UMS billing program to see if all the metered amounts had been totaled correctly for previous months.

A new booster pump motor has been ordered and received and is scheduled to be installed next week at Well #3 to replace the one that failed.

Nicholson will be providing a new hydrostatic tank under warranty for Well 4 as the one they previously installed failed prematurely. Steve and Sean will install the new tank.

They are still tracing the piping for Well 2 to determine if it can be used to create a water truck fill station and have the flow metered.

Steve has experienced several instances of people turning off their water at their backflow prevention device thereby shutting off their water and their neighbors. Steve would like to have a notice placed in backflow prevention boxes to warn customers not to turn off water at backflow prevention device. Decide to create waterproof tags that can be installed in each backflow prevention box. These could be installed with help from Leroy and from Jason's crew when they have time.

Action List –

- 1) After discussion with Steve, he indicated he will make hydrostatic pressure testing part of his normal routine.
- 2) There are several open items that will need to be completed in 2017. Check the Action List for details.

Correspondence -

- 1) Craig and Deborah Kelly forgiveness: Don supplied copies of past forgiveness letters to Rhonda and she has been working with the Kelly's to bring their account up to date.
- 2) Joel and Kristi Gray forgiveness request: They submitted a request on 1/10/17. Upon review the Water Committee decided to grant them forgiveness for the excess water usage expense of \$196 as they had found and fixed the problem.

A motion was made by Brandon Koch, seconded by Brian Parnell and passed with no nays as follows:

To Approve the One Time Forgiveness for Joel and Kristi Gray in the amount of \$196.00.

- 3) Steve noted that, at a new meter installation on Kilmarnock Rd., the homeowner and/or contractor had not properly installed the service line to the property which subsequently caused problems because of freezing with the meter and backflow device which Steve had to repair. Steve will work with Rhonda to write a letter to the homeowner.

Old Business

- 1) SCADA and radios

The directional antenna at the Water Office has been replaced with the omni-directional antenna purchased for the new radios. Don will study manuals about the new radios while on vacation this next month.

The SCADA system is fully operational.

- 2) Well #2 Fill Station

Steve and Sean are still reviewing the existing piping at Well #2 but have to wait until the ground thaws for further investigation. Steve is waiting until they confirm the feasibility of plumbing Well #2 for the new filling station before ordering the new 2" meter and back flow prevention.

- 3) Hazard Survey

LLCC Needs to supply NWS with an updated list of owners in order for NWS to initiate the hazard survey. Phyl noted that the deadline is due by the end of 2017 but need to start soon because the process takes quite a long time.

- 4) Inventory

Steve will contact Sean and Kevin in order to start the Inventory process. LLWS needs an adequate supply of parts so they can do their own repairs. Steve noted that some of the spare parts he has on hand are quite old and that there are better products available now. He also indicated that the older spare parts can sold on the Evergreen Rural Water "For Sale" list.

- 5) Well #3 booster pump motor

The replacement pump motor has been ordered and received.

- 6) Employee evaluation

Brandon is working on getting employee evaluation template. He reviewed the current LLWS employee evaluation form and determined that it was not detailed enough. He will work on getting better employee evaluation samples.

New Business

- 1) NWS Contract

We need to review the current NWS contract and the recent billings to see if the current contract needs revision. We want NWS to do Hazard Survey and fillings with DOH. However, since Steve is doing most of the work Sean is spending less time onsite at LLWS so maybe the base monthly amount can be reduced.

Also, Joe has signed up for the WDM I class and is planning to take the CCM class once it is scheduled locally so he would be qualified to do more work if he has time.

- 2) Budget Revision

Phyl indicated that the Board is planning to update the budget. This means that Water will need to review and possibly update their budget. Mark to work with Deborah to get more accurate figures so can do budget update. There was some discussion about whether there needed to be a new water rate structure. Steve suggested it might be better to have a lower base consumption for the base rate and multiple brackets for additional consumption with higher costs per 1,000 gallons for the higher brackets. This could lead to a fairer rate structure and encourage conservation.

Steve will ask Sean and Kevin for sample rates for other water utilities.

- 3) Software Proposal

Rhonda and Deborah submitted a request to update the UMS Water Billing software and to include more direct connection to QuickBooks that the Office is using for accounting. The proposal would also include 3 days of Software Training. Don chatted with Rhonda about the benefits of the software and she indicated it would make it much easier to update QuickBooks with the information she is now having to do manually between the two programs which would make the process less time consuming and less prone to errors. After discussion the Water Committee voted to approve the upgrade.

A motion was made by Brandon Koch, seconded by Gary Lentz and passed with no nays as follows:

To approve upgrading the UmsCash32 and UmsLink32 software and associated training amounting to \$5,875 plus tax.

5) DOE Grant

The Washington State Department of Health Office of Drinking Water sent an e-mail indicating that there was grant money available for "Small System Preconstruction Activities" and "Small System Consolidation Activities". After discussion, the Committee decided that we should apply for a grant to help fund the engineering services required to prepare an Request for Proposal (RFP) for engineering services to plan for the mainline replacement. Brandon indicated he would obtain the online Application in order to review the requirements.

Commitments

- 1) Mark will talk to Deborah about removing Sheila Hedlund from Edward Jones account.
- 2) Mark will talk to Deborah to get more accurate Water expenses in order to update Water Budget.
- 3) Phyl will discuss the Collections draft with the BOD and provide comments from the Water Committee.
- 4) Phyl to work with Deborah and Rhonda to get up to date owners list to send to NWS for Hazard Survey.
- 5) Phyl to locate and distribute NWS contract and recent billings and distribute for review. Phyl and Don to review contract and make recommendation.
- 6) Steve will ask Sean Burns, NWS to provide estimates for past known leaks in order to reduce "Losses".
- 7) Steve and Sean will continue to investigate Well #2 to determine if it can be used as "water fill station".
- 8) Steve to work with Rhonda on letter to new homeowner after homeowner/contractor failed to complete new service line which caused problems with LLWS meter and backflow device.
- 9) Steve to work with Phyl to come up with a tag to put into backflow prevention device box to warn customers not to turn off water using the backflow prevention device.
- 10) Steve to talk to Kevin and Sean to see if NWS has representative water rates for other similar water utilities.
- 11) Steve to contact Kevin and Sean at NWS to start process for establishing a complete spare parts inventory.
- 12) Don to draft forgiveness letter to Mr. and Mrs. Gray.
- 13) Don will study manuals for the new radio to prepare for replacing the old radios.
- 14) Brandon to locate examples for developing updated Employee Evaluation form.
- 15) Brandon to download DOE grant application and review to determine if applicable for engineering services for mainline replacement planning.

Announcements

- 1) Next meeting February 11, 2016.

Motion to adjourn

A motion was made by Brandon Koch, seconded by Gary Lentz and passed with no nays as follows:

To adjourn the meeting at 11:45am.

These minutes have not been approved by the Water Committee

Respectfully Submitted by: Don Bird, Secretary

MOTIONS FOR THE BOARD

A motion was made by Brian Parnell, seconded by Gary Lentz and passed with no nays as follows:
To approve the Minutes of December 10, 2016 as written.

A motion was made by Brandon Koch, seconded by Brian Parnell and passed with no nays as follows:
To approve the financial report for December as presented.

A motion was made by Brandon Koch, seconded by Brian Parnell and passed with no nays as follows:
To Approve the One Time Forgiveness for Joel and Kristi Gray in the amount of \$196.00.

A motion was made by Brandon Koch, seconded by Gary Lentz and passed with no nays as follows:
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