

**LAKE LIMERICK COUNTRY CLUB  
WATER COMMITTEE MEETING  
February 11, 2017  
Minutes**

**The Meeting was called to order** at 8:58 AM by Phyllis Antonsen.

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

**Board of Directors Attending:** None

**Employees Attending:** Rhonda Hunt

**Contractors Attending:** None

**Guests Attending:** None

**Approval of Minutes:**

**A motion** was made by Mark Franklin, seconded by Gary Lentz and passed with no nays as follows:

To approve the Minutes of January 14<sup>th</sup> of 2017 as written.

**Additions to Agenda:**

- 1) Sale of Versa Probe

**Comments from BOD** – None attending

**Comments from Guests** – None attending

**Financial Report:**

- 1) LLCC WATER SYSTEM shows a net profit of \$21,849.23 for January.

**A motion** was made by Brandon Koch, seconded by Mark Franklin and passed with no nays as follows:

To approve the financial report for January as presented

**Water Distribution Managers Report:**

- 1) The water system's net water loss needs more investigation. We need to ensure that the water that is consumed by LLCC properties that is metered but not billed is included in the metered line of the Water Consumption Report.

**Action List:**

- 1) The consumer education meeting needs to happen in April. This year we would like to try to educate our members about where their meter and shut off valve are. Our employees spend a lot of time in the colder season responding to calls when a neighbor uses the incorrect valve and shuts off water to adjacent properties. Steve and Joe would like to produce a video to share. We could also upload the video to YouTube and post a link from LLCC's website.
- 2) The cleaning of the tops of LLCC's water reservoirs is under way.

**Correspondence:**

- 1) The one time request for forgiveness of water charges for Mr. and Mrs. Kelly was authorized by the Water Committee and approved by the Board. The forgiveness was applied to this account. Rhonda Hunt reported that the account has been paid in full.

## Old Business:

- 1) **SCADA and radios:** Functioning properly. Upgrade is on hold at this time while Don Bird is on vacation.
- 2) **Well #2 fill station incl. 2" meter and backflow:** Steve has been waiting for time while the ground is thawed to find the valve to hook to.
- 3) **Hazard survey:** We are getting closer to be able to start this. Rhonda Hunt received a list of property owners of LLCC from the county. We will be able to conduct the survey with the list
- 4) **Inventory:** Steve does not want to stock inventory that may become obsolete before it is used. He has determined that parts are readily available in a timely manner for most items that might be needed at this time.
- 5) **Well 3 booster pump motor:** Booster pump motor for well 3B has been received but is awaiting parts to pair it with the pump.
- 6) **Employee evaluation:** The committee has a couple of generic evaluation forms and will produce a finished product that is tailored to Steve's role next month.
- 7) **NWS contract:** In light of the fact that Steve is certified as a Water Distribution Manager II NWS has a diminished role in maintaining LLCC's water system. The committee members on hand received a copy of the NWS contract to examine and propose ideas to reduce the amount that we pay NWS.
- 8) **Budget review:** Budget seems to be on track.
- 9) **Software proposal:** Approved. As noted in the Lake Limerick Water Manager's Report Steve and Joe will be joining the office staff for a class / meeting with the UMS support staff on March 4<sup>th</sup>.
- 10) **Collections proposal update:** Rhonda Hunt joined our meeting to relay her action plan and to discuss some hurdles that she is trying to overcome.

Rhonda intends to send out a 2 week notice to accounts that have not made an attempt to remedy their delinquent accounts. After two weeks LLCC will hang 48 hour notices of water shut off on the doors of the properties. After 48 hours without contact and an attempt to be in good standing with LLCC the water to the property will be shut off.

For most of these accounts, she has found that there are no phone numbers on file or the phone numbers provided do not work for these accounts.

Rhonda plans on sending letters to the physical address and the taxpayers listed address that she has received from the county.

She has experienced some push back from landlords about who is responsible for the water bill. She needs help finding a definitive statement in the bylaws that says that water is included as an assessment that members /property owners are responsible for.

Ms. Hunt expressed that she wants to be in compliance with state and federal law and that she wants to manage water district collections properly.

Rhonda said that she was going to talk to Hoss on Monday to get some traction on LLCC bylaws concerning these matters and if LLCC needs to send the 2 week letters Class A mail or Certified.

- 11) **DOH grant fund application:** Brandon Koch reviewed the application for a Small System Preconstruction Grant Form. He found that the likelihood of success in achieving the grant was very low. DOH has a weighted

point system with 5 risk categories. 40 points to the highest risk category to 8 points for the lowest risk category.

LLCC's water system falls into Risk Category 5 Infrastructure Replacement or other Distribution Improvements (8 points). Reviewing the recent history of this grant relieved that no 8 point water systems had received a grant.

#### **New Business:**

1) **Versa Probe:** LLCC is in possession of a surplus meter reader. This was a piece of equipment that was used to read the old meters and is of no use to the association anymore. The equipment was purchased in 2010 for \$2480.00. There is a buyer interested in this item and it is this committee's thought that we should sell it.

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

To approve the sale of the Versa Probe for \$1000 OBO plus tax and shipping. LLCC guarantees that the unit will work with their water meters and if not then LLCC will refund the money after the buyer returns the item at their expense and we verify that we receive the same item that we sent. The model and serial number of the Versa Probe will be recorded before the item is shipped to the buyer.

#### **Commitments:**

- 1) Mark will talk to Deborah about removing Sheila Hedlund from Edward Jones account.
- 2) Phyl to work with Deborah and Rhonda to get up to date owners list to send to NWS for Hazard Survey.
- 3) Phyl and Don to review NWS contract and make recommendation.
- 4) Steve will ask Sean Burns at NWS to provide estimates for past known leaks in order to reduce losses.
- 5) Steve and Sean will continue to work on Well #2 to use it as a "water fill station".
- 6) Steve will work with Rhonda on a letter to new homeowner after homeowner/contractor failed to complete new service line which caused problems with LLWS meter and backflow device.
- 7) Don will continue studying manuals for the new radios to prepare for replacing the old ones.
- 8) Committee members will propose 5 items to evaluate Steve on.

#### **Announcements:**

- 1) Town Hall Meeting February 18<sup>th</sup> 2:00pm
- 2) Next Meeting is March 11<sup>th</sup> 9:00am
- 3) Semi Annual Meeting / Elections April 15<sup>th</sup>

#### **Motion to adjourn:**

**A motion** was made by Mark Franklin, seconded by Brandon Koch and passed with no nays as follows:

To adjourn the meeting at 10:33 am.

These minutes have not been approved by the Water Committee  
Respectfully Submitted by: Brandon Koch

## **MOTIONS FOR THE BOARD**

**A motion** was made by Mark Franklin, seconded by Gary Lentz and passed with no nays as follows:  
To approve the Minutes of January 14<sup>th</sup> of 2017 as written.

**A motion** was made by Brandon Koch, seconded by Mark Franklin and passed with no nays as follows:  
To approve the financial report for January as presented

**A motion** was made by Gary Lentz, seconded by Brandon Koch and passed with no nays as follows:  
To approve the sale of the Versa Probe for \$1000 OBO plus tax and shipping. LLCC guarantees that the unit will work with their water meters and if not then LLCC will refund the money after the buyer returns the item at their expense and we verify that we receive the same item that we sent. The model and serial number of the Versa Probe will be recorded before the item is shipped to the buyer.