

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

The Meeting was called to order at 9:00AM by 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:

Contractors Attending:

Guests Attending:

Approval of Minutes:

A motion was made by Don Bird, seconded by Mark Franklin and passed with no nays as follows:

To approve the Minutes of February 11, 2017 as written.

Don provided an updated Lake Limerick Consumption 2016 spreadsheet with corrected customer meter totals for multiple months in 2016. These were obtained during the UMS training earlier in the week. Using corrected total meter readings, the recalculated "Year to Date Total Loss" was reduced to 6.9% instead of a previously calculated 10.6%.

Additions to Agenda: None

Comments from BOD – None attending

Comments from Guests – None attending

Financial Report:

1) Status of financial

a) LLCC WATER SYSTEM shows a net profit of \$14,235.27 for February.

b) Mark indicated the CPA for LLCC is recommending divesting investments in Ed Jones accounts due to LLCC By Laws. Mark will talk to Ed Jones to determine process for moving accounts to other banks and closing accounts.

c) Deborah suggested distributing the bank accounts with large amounts (e.g. Mainline Replacement account) into other banks (e.g. Heritage Bank) because of FDIC limits. Mark will talk to Heritage Bank about process for opening an account.

2) Delinquent accounts and accounts payable

Don summarized A/R reports that Rhonda and Mike (UMS trainer) printed showing that, although the amount outstanding is still about \$50,000 in unpaid accounts over 60 days old, the total amount owing in all 3 categories of 30, 60 and 90+ days is going down largely due to work that Rhonda is doing.

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

To approve the financial report for February as presented

Water Distribution Managers Report:

1) As noted above, the year to date loss for 2016 has been corrected and shows net loss at 6.9%.

2) The latest Consumption report still shows relatively high losses and percent loss is over 10% however the month to month loss has gone down each month since December. Don noted that the Gallons/kWh summary calculations need to be adjusted to average over just the months with active data and not the full 12 months.

3) Per Joe and Steve, the annual generator maintenance has been performed.

4) Steve indicated that the tops of reservoirs have been cleaned and he will add chlorine tablets to the tops where required. He also indicated he may have found an alternate contractor willing to do the external tank cleaning at a lower cost.

5) Brandon suggested adding a count of leak incidents to the Manager's Report as a measure of how many leaks are detected and fixed in a month.

Action List:

1) Consumer education meeting: Steve and Joe are working on a video to show how to turn off the water and how to distinguish between the water meter box and the backflow prevention box(es).

Correspondence:

1) There was a new forgiveness request letter from David Soares. After review of the request and past activity on their water account the Water Committee approved to forgive \$242 of the January 2017 water bill of \$269.

A motion was made by Brandon Koch, seconded by Gary Lentz and passed with no nays as follows:
To approve the One Time Forgiveness for David Soares for the Account 100050 in the amount of \$242.

2) There was a question raised about whether the "one-time forgiveness" was to be applied to a specific property (i.e. "dirt lot") or whether it should be allowed for each owner and property combination. After some discussion the Water Committee decided that the "one-time forgiveness" should be allowed once for each property and owner combination.

A motion was made by Brandon Koch, seconded by Gary Lentz and passed with no nays as follows:
To clarify the "one-time forgiveness" policy to indicate that it can be allowed once for each property and owner combination. When the ownership changes for a property then there can be a new "one-time forgiveness" allowed.

Old Business:

1) **SCADA and radios:** SCADA is operating fine at this time. Don and Steve reviewed how the SCADA operated during the power failure of February 9. It was determined that the system stayed operational for about 20 minutes operating on the UPS but that the radios to the wells stopped operating because the smaller UPS in the RTU cabinet shut down early. Joe will be investigating replacing the battery in that UPS. Don suggested getting a larger UPS that is capable of handling both the SCADA PC and the RTU cabinet when the SCADA PC is upgraded. Regarding the radio upgrade, Don reviewed Freewave manuals during his vacation in order to prepare for the upgrade.

2) **Well #2 fill station incl. 2" meter and backflow:** On hold until better weather.

3) **Hazard survey:** Rhonda and Deborah are working to update the UMS customer list in order to prepare a complete property owner list.

4) **Inventory:** Steve does not want to stock inventory that may become obsolete before it is used. We need to request from NWS a list of parts they would recommend to keep on hand for emergency repairs.

5) **Well 3 booster pump motor:** Booster pump motor for well 3B has been received. The replacement impeller has been ordered and received. The pump and motor will be installed within the next couple weeks.

6) **Employee evaluation:** The committee came up with a number of employee evaluation criteria. Brandon will summarize the criteria and create a draft employee evaluation form.

7) **NWS contract:** We need Steve's and Joe's input to determine what parts of the NWS contract they would be comfortable taking on and what parts they would want NWS to be responsible for. This will also help to determine Steve's specific job description. Don will meet with Steve and Joe to review the NWS contract.

8) **Election:** Reminder about election and suggestion that members attend candidate's presentation and be sure to vote.

9) **Delinquent accounts:** Rhonda has talked to LLCC attorney and has determined that the property owner is legally responsible for paying for water regardless of who is designated to pay.

10) **Water line engineering:** There was some question about whether NWS has been specifically requested to create a Request for Proposal for engineering services required to prepare for phased replacement of the water mains. Phyl will check past minutes to review the status of that project. Don will check with Evergreen Rural Water to see if other utilities have done similar main line replacement studies.

New Business:

1) **UMS Training Session:** Don attended the UMS training that was held at the LLCC office from March 6 to 8 to educate Rhonda, Steve and Don about how the UMS program operates and answer any questions. Mike also provided training to LLCC office staff on how the UMS Link and UMS Cash programs work. Don shared a number of the things he learned including:

- accurate 12-month summary of customer meter reading totals and billings
- summary A/R reports before and after end of month processing
- high usage reports that could help detect leaks and incorrect meter readings
- ability to create work orders and track their status
- breakdown of meter readings and billings by rate class
- What If analyses that can be used to predict the effect of possible rate increases.
- usage breakdown summary report showing usage, amount and quantity for each 1000 step of consumption that would be useful for a rate analysis

Commitments:

- 1) Mark will talk to Deborah about removing Sheila Hedlund from Edward Jones account. Mark has notified Deborah and closing the Edward Jones accounts will take care of this issue.
- 2) Phyl to work with Deborah and Rhonda to get up to date owners list to send to NWS for Hazard Survey. Deborah and Rhonda are working on creating an updated list from UMS database and county property records.
- 3) Phyl and Don to review NWS contract and make recommendation. Don will meet with Steve and Joe to review the existing NWS contract and decide what things LLWS can take care of and what we will want NWS to take care of.
- 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". On hold until drier weather.
- 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. Steve will contact owner and discuss issue. It was suggested that we should ask Rhonda to pursue billing contractor to pay for repairs to meter and backflow device.
- 7) Don will continue studying manuals for the new radios to prepare for replacing the old ones. Don studied the manual during the last month.
- 8) Committee members will propose 5 items to evaluate Steve on. Done. Brandon to summarize the evaluation criteria and draft employee evaluation form.

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 11:15 am.

These minutes have not been approved by the Water Committee

Respectfully Submitted by: Don Bird

MOTIONS FOR THE BOARD

A motion was made by Don Bird, seconded by Mark Franklin and passed with no nays as follows:
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