

**LAKE LIMERICK COUNTRY CLUB  
WATER COMMITTEE MEETING**

Minutes of July 8, 2017

The Meeting was called to order at 9:29 AM by Don Bird

MEMBERS ATTENDING: Don Bird Chair, Brandon Koch Secretary, Phyllis Antonsen Treasurer, and Members Mark Franklin, Gary Lentz and Pat Paradise.

Board of Directors Attending: None

Employees Attending: None

Contractors Attending: None

Guests Attending: John Marshall of 700 E Old Lyme Rd. Phone# 206-683-5818.

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 June 10<sup>th</sup> 2017 as written.

Additions to Agenda: None

Comments from BOD: N/A

Comments from Guests: John Marshall is concerned about apparent high mineral content in his tap water. Steve Wheaton will take a water sample. If the mineral content is higher than normal then Steve will look for a possible leak in the system that would be siphoning dirt.

Financial Report: Attached.

- 1) Water System Financial Report: Lab fees are up due to required testing. Postage has increased. Phyllis Antonsen will check with Deborah Wallace to verify the cause.
- 2) Investments (e.g. CD's etc.): Not discussed.
- 3) Accounts receivable update: Excessive delinquencies are not being addressed in accordance with the policies and procedures that have been put in place and distributed to members.

A motion was made by Brandon Koch, seconded by Mark Franklin and passed with no nays as follows: The LLCC Water Committee moves that LLCC enforce the existing policies and procedures up to and including shutting off water service of those properties that the policies and procedures warrant.

A motion was made by Brandon Koch, seconded by Pat Paradise and passed with no nays as follows: To approve of the Financial Report for the month of June 2017 as presented.

Water Distribution Mangers Report: Attached.

Action List: The Water Committee Action List was amended to reflect current dates. Don Bird will check with NWS regarding Water Use Efficiency Report. The Cross Connection Hazard Survey is in progress. Phyllis Antonsen will check with Deborah Wallace regarding the Mason County Franchise Agreement and Bond. Pat Paradise will work on the Emergency Response Plan.

Correspondence:

LLCC received a letter from Gerald Bergsma requesting a onetime forgiveness of his water bill due to a break in his water line. The letter was regarding Division 3 Lot 134. Steve Wheaton verified the break in the line and the water committee has approved the forgiveness in the amount of \$486.82. This amount was arrived at by subtracting the regular water bill of \$27.00 and the late charge of \$4.82 from the initial June 2017 billing of \$509.00

A motion was made by Pat Paradise, seconded by Brandon Koch and passed with no nays as follows: To approve the one time forgiveness for Gerald Bergsma's water account related to his property at Division 3 Lot 134 in the amount of \$486.82.

Old Business:

- 1) SCADA and radios: Don Bird has received cable connectors to build new cables. Work is ongoing.
- 2) Well #2 Fill Station: Steve Wheaton is trying to get a valve at Well #2 to function properly before he can safely continue work on the fill station.
- 3) Hazard Survey: Responding to many questions that members have about the survey. Thank you to Robbi Alberts for the emails encouraging people to complete the survey.
- 4) Employee evaluation: Don Bird is continuing to work with Deborah Wallace to coordinate timing of evaluations.
- 5) NWS Contract negotiation: Contract negotiations have been deferred until after the hazard survey has been completed. Don Bird will be asking NWS to prepare a new proposal of services and costs.
- 6) Water line engineering: No new information.
- 7) Truck: Steve Wheaton will be assembling a request to include into the budget.
- 8) Website and Emergency Call List: Waiting of bids from contractors regarding the LLCC's website.
- 9) Rate analysis and change – subcommittee request: We will be getting more information on a Water Rate study.

New Business:

1) Budget: Committee members to review the Water System Budget worksheet and include any new line items that are pertinent.

Commitments:

Don Bird will: 1) Enter budget line items into Excel for Phyllis Antonsen. 2) Assemble a list of capital expenditure items for the budget. 3) Continue to work with Deborah Wallace on employee evaluations. 4) Check with NWS regarding Water Use Efficiency Report.

Phyllis Antonsen will: 1) Check with Deborah Wallace about whether or not there is income tax on special assessments. 2) Check with Deborah Wallace regarding Mason County Franchise Agreement and Bond. 3) Check with Deborah Wallace regarding the amount of postage charged to LLCC Water.

Pat Paradise will: 1) Work on the emergency response plan. 2) Check into the cost of a GPM Flow Meter.

All committee members will: 1) Review Water System Budget Worksheet.

Announcements:

1) Next meeting 8/12/17

Motion to adjourn:

A motion was made by Mark Franklin, seconded by Gary Lentz and passed with no nays as follows: To adjourn the meeting at 12pm July 8<sup>th</sup> 2017.

These minutes have not been approved by the Water Committee.  
They have been respectfully submitted by Brandon Koch, Secretary.

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 June 10<sup>th</sup> 2017 as written.

A motion was made by Brandon Koch, seconded by Pat Paradise and passed with no nays as follows: To approve of the Financial Report for the month of June 2017 as presented.

A motion was made by Brandon Koch, seconded by Mark Franklin and passed with no nays as follows: The LLCC Water Committee moves that LLCC enforce the existing policies and procedures up to and including shutting off water service of those properties that the policies and procedures warrant.

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