

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE MEETING**

Minutes of February 10th, 2018

The Meeting was called to order at 9:07 AM by Don Bird.

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

Board of Directors Attending: None

Employees Attending: Deborah Wallace

Contractors Attending: None

Guests Attending: None

Approval of Minutes:

A motion was made by Pat Paradise, seconded by Gary Lentz and passed with no nays as follows: To approve the Minutes of January 13th, 2018 as written.

Additions to Agenda: None

Financial Report: Attached.

- 1) Water System Financial Report: Income was higher than estimated due to delinquent accounts being paid. Utilities amount was a little high but could be accounted for by PUD rate increase and some extra pump house heating during the winter. Vehicle expenses were high due to additional work on old Ford truck. Because of good work on collections, the Net Profit was significantly higher than budgeted.
- 2) Investments: Deborah Wallace reiterated that the Association can't invest in anything with risk so are limited to bank accounts, CDs and money market funds. She will get a specific written recommendation from the Association's accountant. Deborah and Phyl presented a plan to move funds from Key Bank to Heritage Bank to limit exposure due to FDIC limitations. They proposed to invest in Heritage Bank CDs and in Edward Jones CDs. At this time funds will be invested in short term CDs as the CD rates are volatile and expected to rise.

A motion was made by Phyl Antonsen, seconded by Mark Franklin and passed with no nays: To accept the proposed transfer of funds and investment in CDs made by Deborah Wallace on January 31, 2018.

- 3) Accounts Payable / Receivable update: Rhonda Hunt has made great progress on collections as the balance on and number of accounts greater than 60 days are continuing to be reduced. The Board approved taking action on 11 more delinquent accounts which should further reduce the overdue balance.

A motion was made by Mark Franklin seconded by Gary Lentz and passed with no nays as follows: To approve of the Financial Report for January as presented.

Water Distribution Managers Report:

- 1) Manager's report: All well sites are operating normally. Two new meters were installed. Two services are still locked out. Steve will be requested to verify that locked out services continue to be locked.
- 2) Consumption spreadsheet: Unaccounted for losses are down to 4.9% which is less than the 6.1% annual average loss for 2017.

Action List: We are current on action list items.

Correspondence and Member Requests

- 1) Mr. Cady of 50 E. Weymouth Pl. requested a solution to either relocate the water service or to protect it from damage as the proposed new driveway will go directly over the existing meter box and backflow prevention box. Steve recommended changing the existing plastic meter and backflow boxes to metal boxes with metal lids and provided an estimate for supplying and installing the new boxes. If the proposal is accepted, Mr. Cady will be billed for the work by Steve and Leroy.

Old Business:

- 1) SCADA Upgrade status: Don investigated the costs for replacing the SCADA PC including Windows 10 Pro operating system and for upgrading the Wonderware SCADA software. He has a conference call scheduled for next week to talk to a Wonderware system engineer to determine the difficulty of the upgrade process and to get recommendations on someone that can perform the upgrade. A cost estimate will be made once these questions are answered.
- 2) Well #2 fill station status: Further progress has been made on the water filling station and it will be completed soon.
- 3) Hazard survey status: The hazard survey is complete and has been submitted to the State by NWS.
- 4) Employee evaluation: Deborah Wallace has created a job description for Steve and has developed an employee evaluation form. The Water Committee made some suggestions and will review the job description and evaluation form and provide comments to Deborah.
- 5) NWS contract renegotiation: Phyl has collected historical data regarding NWS past billings and level of effort to determine how to proceed regarding renegotiating the NWS contract.
- 6) Water line engineering / Water rate study: The Water Committee members were requested to send comments and recollections from the engineer's presentation to Don for consolidation. At this time, we don't have sufficient information or need to change the rates. However, Deborah Wallace indicated that we could pay less state utility tax if we specifically called out the amounts set aside for reserves on the water invoices. Don will work with Rhonda to see how this could be done.

- 7) Proposal from Nicholson Drilling for well 3 VFDs and new hydro pneumatic pressure tank: After reviewing we asked for a new proposal with ABB brand VFDs in order to use the same brand VFDs as already installed at other sites. So far Nicholson has not updated their proposal.
- 8) Review proposal from Backflow Pro's, Inc: Based on review of past backflow testing and the Action List, the complete backflow testing of all backflow devices is required this year. Backflow Pro's provided a proposal to do the work at a very reasonable price. According to Steve, Backflow Pro's has provided excellent work in the past and is offering a 50% discount because all the work is in a single area.

A motion was made by Mark Franklin seconded by Pat Paradise and passed with no nays as follows: To approve the sole source bid from Backflow Pro's, Inc. for complete backflow device testing and repair as mandated by the State DOH at a not-to-exceed amount of \$22,000 plus any applicable taxes.

New Business:

- 1) Water Committee candidates. We need at least one and possibly two candidates to run for the Water Committee. Members should see if they know of anyone interested in running and to have them get in touch with Penny Cory.
- 2) April meeting date and time. Don will be on vacation in April and will not be able to meet on the normal date. He requested that the "April" meeting be held on March 31. Those in attendance agreed that would be possible.

Commitments Review:

- 1) Don Bird will check with Steve Wheaton regarding the replacement truck purchase and will have Steve confirm the selection of a truck after having it inspected by Kyle approved by Don
- 2) Deborah Wallace will check on the Association's insurance to see if earthquake insurance is included or if it is even available.
- 3) Don will have a conference call with Wonderware system engineer to determine the requirements for the SCADA upgrade and also obtain recommendations on who could perform the work.
- 4) Don will work with Rhonda to modify the water invoices to itemize the different charges and the utility tax.

Announcements:

- 1) Next meeting March 10th, 2018

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 11:10 AM.

These minutes have not been approved by the Water Committee. They have been respectfully submitted by Don Bird.

MOTIONS FOR THE BOARD

A motion was made by Pat Paradise, seconded by Gary Lentz and passed with no nays as follows: To approve the Minutes of January 13th, 2018 as written.

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