

**LAKE LIMERICK COUNTRY CLUB  
WATER COMMITTEE MEETING**

**Minutes of March 10<sup>th</sup>, 2018**

The Meeting was called to order at 9:05 AM by Don Bird.

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

Board of Directors Attending: None

Employees Attending: None

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 February 10th, 2018 as written.

Additions to Agenda: None

Financial Report: Attached.

- 1) Water System Financial Report: Dues and licensing were up because things came due. Professional fees are down but Don Bird has not been paid. Vehicle expenses were high due to additional work on the old Ford truck. Estimated taxes paid is not showing up in the Insurance and Taxes line item on the Financial Report.
- 2) Investments: Deborah and Phyl have moved funds from Key Bank to Heritage bank. CDs from Heritage Bank and Edward Jones are being purchased.
- 3) Accounts Payable / Receivable update: Delinquent accounts total balance continues to decline.

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

Water Distribution Mangers Report:

- 1) Manager's report: All well sites are operating normally. The fill station is operational. Two services are still locked out. Steve locked out 3 and unlocked 2. Steve thinks that we may need to charge for after hour services that are provided to customers for work being done on the customers side of water service. We are going to have him start a log of these kinds of calls and have him include it in the Water Managers Report.
- 2) Consumption spreadsheet: Unaccounted for losses are down to 3% for February and is averaging 5% on the year 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) None

## Old Business:

- 1) SCADA: All pump station radios are operating normally. The office radio stopped responding at one point. Don has a call in to find out why that may have happened. Spontaneous changes continue to happen on the office unit.
- 2) Well #2 fill station status: The fill station is operational.
- 3) Employee evaluation: No update. Don will talk with Deborah Wallace to find out if she has a schedule set.
- 4) NWS contract renegotiation: Phyl has collected historical data regarding NWS past billings to determine how to proceed regarding renegotiating the NWS contract. The data is being reviewed to make a determination as to whether we continue to have NWS on retainer or to pay them by the hour on call.
- 5) Water line engineering / Water rate study: From our conversations with the Morissette engineering firm it has been determined that replacing the components of the water system is not as eminent as we first thought. We have decided to post pone the engineering of new water line improvements and revisit the discussion in one year.
- 6) Proposal from Nicholson Drilling for well 3 VFDs and new hydro pneumatic pressure tank: There is no update on the proposal.
- 7) Review proposal from Backflow Pro's, Inc: The Board approved Backflow Pro's proposal and it is scheduled to be done in April.
- 8) Water Committee candidates. Gary Lentz has agreed to run again and there is some confusion about another candidate running or not.

## New Business:

- 1) SCADA system upgrade and proposal and motion: Don received a proposal from Michael J. Smith for the SCADA PC Upgrade project. Michael J. Smith was recommended by the Wonderware software company. Don has been in contact with him and feels confident that he is the right person for the job. His bid was also lower than the one we had received previously from a different company.

A motion was made by Brandon Koch, seconded by Mark Franklin and passed with no nays as follows: To approve the use of up to and not to exceed \$20,000 out of the budgeted capital expenditure moneys for the use of completing the SCADA PC Upgrade project.

- 2) New water bill format and utility tax reduction. The new water bill format has been implemented. The new water bill format separates the billing for water use from the Main Line Replacement and Water Capacity Reserve charges. By doing this LLCC has only to pay tax on the water use, saving about \$500 a month.

Commitments Review:

- 1) Phyll will consult with Deborah Wallace about the estimated taxes paid missing from the Insurance and Taxes line item.

Announcements:

- 1) Next meeting March 31<sup>st</sup>, 2018

Motion to adjourn:

A motion was made by Mark Franklin, seconded by Pat Paradise and passed with no nays as follows: To adjourn the meeting at 10:40 AM.

These minutes have not been approved by the Water Committee. They have been 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 February 10th, 2018 as written.

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

A motion was made by Brandon Koch, seconded by Mark Franklin and passed with no nays as follows: To approve the use of up to and not to exceed \$20,000 out of the budgeted capital expenditure moneys for the use of completing the SCADA PC Upgrade project.