

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE MEETING**

Minutes of September 8, 2018

The Meeting was called to order at 9:04 AM by Chairman Don Bird.

MEMBERS ATTENDING: Chairman Don Bird, Treasurer Phyllis Antonsen, and Members Mark Franklin, Norm Bartoo and Pat Paradise, Secretary Brandon Koch (excused)

Board of Directors Attending: Penny Cory

Employees Attending: Rhonda Hunt for a few minutes to explain latest Accounts Receivable

Contractors Attending: None

Guests Attending: None

Approval of Minutes:

A motion was made by Mark Franklin, seconded by Phyl Antonsen and passed with no nays as follows: To approve the Minutes of August 11, 2018 as written.

Financial Report: Attached.

- 1) No updated Water System Financial Report was available due to recent office staff changes.
- 2) Investments: No updates to investments but Phyl wondered whether Heritage Bank fees were substantially less than before. Further inquiries need to be made.
- 3) Accounts Payable / Receivable update: Delinquencies continue to decline. Rhonda explained that negative amounts in "Overpayments" columns were due to advance payments made by members.
- 4) Water System 2018-2019 budget: The Water System 2018-2019 Operating Budget was submitted to the Board in September and no changes were made to that budget. There was some discussion of whether an audit of the Water System financials was required but it was determined Water Committee Operating Procedures adopted in October 2006 superseding earlier By-Laws did not require the audit. The Water System 2018-2019 Capital Expenditures budget was reviewed, revised and approved including some items carried over from the 2017-2018 budget that were not expected to be completed by the end of September.

A motion was made by Pat Paradise, seconded by Norm Bartoo and passed with no nays to approve the Water System Budget 2018-2019 Capital Expenditures as amended. See Attached.

A motion was made by Mark Franklin, seconded by Phyl Antonsen and passed with no nays as follows: To approve the Water System Financial Information for August as presented.

Water Distribution Mangers Report:

- 1) Manager's report: Joe provided a detailed report on the Water System status. He indicated that he was able to locate and purchase a used truck for under \$24,000 meeting the requirements for a more capable second vehicle. Some additional expense will be needed to add emergency lights and Lake Limerick signs. He also reported on the Evergreen Rural Water of Washington conference he attended at the end of August where

he attended multiple presentations each of the 3 days. Don also attended key sessions on 2 days but was unable to attend more due to personal obligations.

- 2) Consumption spreadsheet: Water consumption in August was about 10.4 million gallons which was just slightly less than July. The net water loss continues to be low at 3.8% and we are well within our water rights allowance.
- 3) Well #2 fill station status: This is back in operation after the mini-hydrant was repaired.
- 4) Well #3 VFDs and new hydropneumatics pressure tank status: Nicholson is scheduled but Joe found out at the conference that a DOH permit may be required because of plumbing changes to accommodate the new hydropneumatics tank. Joe will follow up.
- 5) New LLCC Water truck purchase status: As Joe reported, a suitable used truck has been located, purchased and received.

A motion was made by Pat Paradise, seconded by Mark Franklin and passed with no nays as follows: To surplus the 1992 Ford F-250 water truck to the Association at current asset value because the Water System has purchased a replacement truck.

Action List: No changes to the Action List. Phyl will follow up with Accounts Payable to see if the Well 6 loan payment has been processed.

Correspondence and Member Requests

- 1) Christy, Member Services, sent an e-mail indicating that Mr. Shaw (04-081 & 82) had called 9/5/18 to report that the neighbor Kimberly Cook (04-80) had a hose hooked to the Shaw's water. The Cook's water had been shut off the week prior. Subsequent e-mails suggested that the Shaw's need to notify the Sheriff regarding the theft of water. Don Bird notified Rhonda to not charge the Shaw's for any excess water use in August. He also requested that Joe periodically check to be sure the Cook's don't hook up to neighbors again.

Old Business:

- 1) SCADA system status: The contractor has installed the new SCADA PC and software which is mostly operational. The contractor will be working on the requested additional improvements over the next couple of weeks. The original SCADA PC is still connected and operational until the new SCADA PC is fully updated and operational.
- 2) Evergreen Rural Water Fall Conference August 28-30: Joe attended all 3 days of the conference and gained substantial knowledge he is already putting to use. Don attended for key sessions.
- 3) Mason Lake Rd. water main break status: Paul Wagner met with the insurance adjuster regarding the incident and explained what occurred. There was some discussion about reviewing the cost of any repairs against the possibility of any insurance cost increase or cancellation.

New business:

- 1) Review of Water Rates: Penny Cory was reviewing the water rates with Rhonda Hunt and discovered some anomalies in the implementation of the water rates especially as it relates to half lots. It was decided to further review the water rates as applied. Pat Paradise and Don Bird will work with Rhonda to see how many lots are affected. It was agreed that the water rates for all water billing categories will be presented in an easy to understand chart including the amounts set aside for reserves, the billing water rates will be adjusted to coincide with the previously approved rates and that any adjustments to water bills will begin with the new fiscal year.

Commitments Review: Phyl to update the amended capital budget expenditures and locate previous by-laws and procedures documents. Don and Pat to meet with Rhonda to review water rates implementation.

Announcements:

- 1) Next meeting October 13th, 2018

Motion to adjourn:

A motion was made by Pat Paradise, seconded by Mark Franklin and passed with no nays as follows: To adjourn the meeting at 11:00 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 Mark Franklin, seconded by Phyl Antonsen and passed with no nays as follows: To approve the Minutes of August 11, 2018 as written.

A motion was made by Pat Paradise, seconded by Mark Franklin and passed with no nays as follows: To surplus the 1992 Ford F-250 water truck to the Association at current asset value because the Water System has purchased a replacement truck.

A motion was made by Pat Paradise, seconded by Norm Bartoo and passed with no nays to approve the Water System Budget 2018-2019 Capital Expenditures as amended. See Attached.

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Lake Limerick Water

Manager's Report

September 4, 2018

Lake Limerick Water System: September meeting for August 2018.

The general condition of the water system is good with no concerns as to system pressures, or the water availability to the customers.

Well Conditions:

- + Well #1 is operating normally. (Booster is on timer, runs from appx. 7am to 4pm).
- + Well #2 is still in stand-by and its use will only be required in extreme cases.
- + Wells #3A and #3B are operating normally.
- + Well #4 is operating normally.
- + Well #5 is operating normally.
- + Well #6 is operating normally. Needs pressure tank repair.

Water Usage:

10.4 million gallons were pumped in total from the sources for August. 9.5 million gallons are documented as "sold". That's a 3.8 % loss for the month.

Customer Concerns:

LLWS had 12 regular locates, 5 high usage investigations, 58 customers meters locked out. (Uncertain how many are due to non-payment, versus just being locked)

Water Sampling:

The bacteria samples for August 14th were satisfactory.

Thoughts:

Past, present, and future...

- 1) Exercising of valves and hydrants – Record keeping is being created and began flushing and valve exercising on Connemara
- 2) Flushing will continue throughout the year; record keeping is being created.
- 3) Sanitary Survey is rescheduled for October 3rd.
- 4) Mainline break on Mason Lake rd. is being finalized by Insurance company.
- 5) Second water truck was purchased for a total of \$23,884.50 and it is a 2002 F450 Crew Cab 4x4 with 90,000 miles, a utility box and enclosed rear compartment for parts storage.
- 6) All well/pumphouses had insulation removed due to rodents. Areas of entry have been sealed off and new doors have been purchased under repairs and maintenance. These will be installed as time allows and new lock sets will also be installed due to age. During removal, the exterminating company found carpenter ant colonies, (not satellite colonies) in wood roof. Will install recommended foam insulation

when time allows and re-wrap all exterior distribution lines.

7) Water conference was very informational, classes attended were understanding consumer confidence reports, Waterworks operator cert issues, Sanitary surveys, Water rights 101-acquiring, changing, and protecting water rights, GIS & CAD in public works, Economic significance of flex drop pipe, New thinking of manganese in distribution systems, compliance samples and DOH resources, Planning for declining aquifers, Sampling and Results, Not your typical news release, Protecting your largest asset: Your Water Source, and lastly RCW 19.122 Dig Law.

8) VFD & Pressure tank upgrade by Nicholson's needs confirmation from DOH whether or not we will have to file an application for a permit to change the engineering design of distribution for Well #3.

9) Researching information on Flexible Drop pipe installation versus well piping for ease of access and cost reductions for rehabbing or screen/pump issues.

10) Pressure tanks at well #6 are water logged, Due to location of the pressure tanks on the skid, it would be better to replumb and install two tanks along the wall for accessibility. Working on cost estimate for repairs.

11) There is a leak at Clonakilty and Mason Lake road near the hydrant, locate is complete. Also leak on Glamis court at a riser, locate is submitted.

WATER SYSTEM BUDGET 2018-2019

Capital Expenditures

SCADA	\$ 25,000	includes balance from 2017-18
Security Cameras & Communications	\$ 15,000	includes balance from 2017-18
Well #3 shed and tanks	\$ 5,000	carryover from 2017-18
Well #3 VFD	\$ 5,000	carryover from 2017-18
Underground Utility Locate Equip.	\$ 3,000	
Total	\$ 53,000	

Final as approved by the Water Committee 09-08-