

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE MEETING**

Minutes of November 10, 2018

The Meeting was called to order at 9:00 AM by Chairman Don Bird.

MEMBERS ATTENDING: Chairman Don Bird, Treasurer Phyllis Antonsen, and Members Mark Franklin and Pat Paradise.

Norm Bartoo and Secretary Brandon Koch were excused.

Board of Directors Attending: None

Employees Attending: None

Contractors Attending: None

Guests Attending: Ron Harback

Approval of Minutes:

A motion was made by Pat Paradise, seconded by Mark Franklin and passed with no nays as follows: To approve the Minutes of October 13, 2018 as written.

Financial Report: Attached.

- 1) Water System Financial Report: Phyl developed an abbreviated financial report from the summary of checks paid and other expenses. Income is higher than normal as Rhonda continues to collect on past due accounts. Although some expenses were higher than normal the overall expenses for the month are within budget at about 8% to 9%. Joe indicated that some of the higher vehicle expenses were due to maintenance on the main water truck that needed to be done before winter.
- 2) Investments: All CD's are with Edward Jones. Phyl indicated the current CD rates average about 2% with money market rate at 1.52%.
- 3) Accounts Payable / Receivable update: Rhonda Hunt continues to work with past due accounts to get them paid or on a payment plan. Currently the balance on past due accounts over 60 days is down to \$12,712 which is much less than a year ago.

Approval of Financial Information available:

A motion was made by Pat Paradise seconded by Mark Franklin and passed with no nays as follows: To approve the Financial Report for October 2018 as presented.

Water Distribution Mangers Report:

- 1) Manager's report: The report was reviewed. There was nothing to add as the report was very detailed. Joe indicated in the report that the insurance company sent a check to help cover the Mason Lake Road repairs.

- 2) Consumption spreadsheet: The unaccounted-for net water loss was higher than last month at 6%.
- 3) Well #3 VFDs and new hydropneumatics pressure tank status: It has been determined that a permit is not required for the work. Waiting for a schedule from the contractor.
- 4) Sanitary survey status: The required maintenance items, two small screens on drain pipes, have been fixed.

Action List: The Action List needs to be updated to note recent items that have been completed.

Correspondence and Member Requests:

- 1) E-mail request from Margaret Clifford, water account 100030 for one-time forgiveness on high water bill due to water leak. The request and account history were reviewed and noted that the water has been shut off at the owner's request and the prior bill has been paid.

A motion was made by Pat Paradise seconded by Mark Franklin and passed with no nays as follows: To approve a one-time forgiveness in the amount of \$268.00 for the water account #100030 for Margaret Clifford.

Old Business:

- 1) New SCADA system status: Don reported that much progress has been made on the new SCADA system by the SCADA engineer and his new assistant. Don handed out a copy of the new SCADA screen displays for review. He estimated that phase 1 of the conversion to the new SCADA system was well over 90% complete. He is working with the SCADA contractor to complete several punch list items. Pat suggested we be sure that there are secure logins for operators and that actions taken are logged for each operator.
- 2) Mason Lake Road water main break status: As reported by Joe, a check has been received from the insurance company to help pay for the road repair.
- 3) Water Committee Guidelines, Resolution and By Laws: Don mentioned that Christy wants a paragraph describing the Water Committee for use in new member packets. It was noted that this information is available on the web site.
- 4) Water Rate Charges for 2018-2019: Rhonda Hunt has implemented the changes detailed in the Water Rate Charges for 2018-2019 and found and corrected some minor errors in the process.

New business:

- 1) Sallal Water Association reservoir contamination review: The Sallal Water Association, near Mt. Si, has been in the news recently due to contamination of a water tank by kids. Don handed out material posted by Sallal on their web site and indicated it was a good

example of what a water system should do in the event something similar happens to our water system.

- 2) Security improvements for LLWS: Because the Sallal water issue will be on the minds of our members, the Lake Limerick Water System should implement additional security measures including the following:
 - a. Implement intrusion detection at each well site building
 - b. Install security cameras at each location
 - c. Evaluate whether to store security system videos at the well site or transmit them back to the Water Office for storage and make them available to the SCADA system
 - d. Purchase and install a UPS at each well site to back up the SCADA RTUs, intrusion alarms, cameras and communications equipment.

Don and Joe will work on evaluating and pricing out these options and present them at an upcoming Water Committee meeting.

Announcements:

- 1) Next meeting December 8, 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 10:20 AM.

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

MOTIONS FOR THE BOARD

Approval of Minutes:

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Approval of Financial Information available:

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A motion was made by Pat Paradise seconded by Mark Franklin and passed with no nays as follows: To approve a one-time forgiveness in the amount of \$268.00 for the water account #100030 for Margaret Clifford.