

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE MEETING**

Minutes of June 8th, 2019

Meeting Location LLCC Inn Library (aka Crow's Nest)

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

MEMBERS ATTENDING: Chairman Don Bird, Secretary Pat Paradise, Treasurer Phyllis Antonsen, and members Esther Springer-Johannesen and Brandon Koch

Board of Directors Attending: Dean Dyson (1st ½ hour only)

Employees Attending: None

Contractors Attending: None

Guests Attending: None

Approval of Minutes:

A motion was made by Esther Springer-Johannesen, seconded by Phyllis Antonsen and passed with no nays as follows: To approve the Minutes of May 11th, 2019 as written.

Additions to Agenda:

Item 6 under old business – water system annual site walk

Item 4 under new business – recently created water manager apprenticeship program

Comments from Any Guests:

None

Financial Report:

- 1) Water System Financial Report: A financial report was reviewed including a profit and loss statement. QuickBooks spreadsheet items and calculations are still being updated to better reflect budget. An anonymous donor gifted 3 checks for \$27.00 to assist members who need assistance paying their water bill. Expense and Income are tracking budget. Phyllis will be meeting again with front office to review formatting of financial reports.
- 2) Accounts Payable/Receivable update: Front office continues to make progress on collecting past due accounts. Targeting accounts over 90 days past due. Past due accounts have decreased from 163 down to 154 and were over 200 accounts at one time. Overall delinquent dollar amounts have decreased from 15K down to 13K.
- 3) CD and money market review: No decisions required at this time - another rotation of CD's will mature June 18th and be re-invested into 6 month CD's.

A motion was made by Brandon Koch and seconded by Esther Springer-Johannesen and passed with no nays to accept the financial report as presented.

Water Distribution Mangers Report:

1) Manager's report: The report was very complete and was reviewed. (see attached report June 4th 2019). Joe has asked for help (additional manpower) to complete backlog of work items. Water Committee is asking Joe to provide a detailed spreadsheet listing tasks and priorities of work tasks – this detail will help committee to determine staffing/subcontracting needs. NW Water may be a resource to assist as they are currently under contract at a contracted hourly rate. Water manager and water committee president met with NWS and DOH.

An isolation valve is required at well site number 3 in order to isolate and remove a failed expansion tank. Water manager has provided a vendor quote for valve installation.

A motion was made by Pat Paradise, seconded by Esther Springer-Johannesen and approved with no nays to approve installation of required isolation valve with a cost not to exceed \$7,500.00.

2) Consumption spreadsheet: Consumption spreadsheet: There was a reported maximum water loss 32.8% for the month of January but that has been reduced to a 6.2% loss for the month of May with year to date loss average at 27.6%. Reason for this substantial loss is twofold 1) DOH has clarified the formula to determine leakage and 2) there was a large and undiscovered leak in the water system. Revised formula has been recalculated into spreadsheet and leak has been identified and repaired.

3) Status of power issues at Wells 3 and 5: There are some operational issues resulting from the three phase power provided by PUD. PUD will be replacing the power transformers to the site. Water manager has added power line conditioners to the two new VFD's to provide cleaner 3 phase power.

4) Options for pump repair at well 3 and possible motion: More information needed – no action taken.

5) Security improvements for LLWS: Joe has been upgrading pumps house insulation and security systems. Work is in process and will include cameras and alarm capability. New signs have been purchased and are being installed (no trespassing)

6) New Scada system status: Vendor is complete with original scope of work. UPS devices are being installed by water manager. Alarm quantities and set points are being adjusted to send alarms to NW Water, Joe, and Don's cell phones. A very few punch list items remain to be completed.

Action List:

The action list is up to date. Item needing action is line item 5 Complete CCD testing – there was a water system plan pre-planning meeting with DOH, NW Water, Joe, and Don. Item 5 on action list requires more investigation and possible modification of cross connection control program documents.

Correspondence: None

Old Business:

- 1) Status of Payment Service Network Implementation for Water and Dues Payments: LLCC has moved ahead with the new payment system – Rhonda will be attending training.
- 2) Policy review for delinquent accounts:
No new update
- 3) Water System Plan Update for 2020, DOH meeting and NWS proposal:
DOH, NW Water, Don, and Joe attended. Water System Plan Update for 2020: Existing LLCC Department of Health Service Plan requires updating by July 2020. Updated plan will be developed and submitted by July. NW Water will develop the plan. A NWS proposal was reviewed and in general consensus was reached to utilize NWS – but their proposal needed more detail. Proposal will be sent back to NWS for refinement/clarification prior to a motion to accept proposal being made by water committee.
- 4) Water Rate Analysis:
A discussion with NW Water was held to see if they are able to assist with a new water rate study/analysis. A NWS proposal was reviewed and in general consensus was reached to utilize NWS – but their proposal needed more detail. Proposal will be sent back to NWS for refinement/clarification prior to a motion to accept proposal being made by water committee.
- 5) Water Hydrant repair/replace: Water manager has quote from vendor for hydrant and burial depth extension rings that are priced under budgeted amount. Purchase of devices for inventory stock will be made.
- 6) Water System annual site walk: Esther Springer-Johannesen and Pat Paradise toured the well sites with the water manager. A thorough tour of the LLCC water system was completed. Observation comments shared with committee today: water manager has great knowledge of our water system, many items have been repaired/updated. It also became apparent that there are many deferred maintenance items that require attention – as well as new (safety/security) improvements needed. There are also valves to exercise, hydrants to flush, as-built water system drawings to update, storage tank ladders to install, weatherization of pump houses to complete, security cameras to install, some valves to locate, some valves to replace, as well as all the daily activities to run the water system. Hiring of an entry level assistant and the use of subcontractors to accomplish these tasks was discussed. NWS is already under contract and could assist as well.

A motion was made by Phyllis Antonsen, seconded by Brandon Koch and passed with no nays to hire a water assistant to the water department – pay scale to be determined by experience.

New Business:

- 1) Consumer Confidence Report: The 2018 LLCC annual water quality report draft has been completed and will be distributed to membership next month once it is finalized (see attached)
- 2) Budget for FY 2019-2020: Don, Phyllis, and Esther will be meeting to work on the budget.
- 3) New Water Committee member applications and review: A vacancy exists on the water committee. A request for applications will be sent out in the June LLCC newsletter. To date – no applications have been received. (see attached)
- 4) Water Manager Apprenticeship Program: There is a recently enacted apprenticeship program to train future water managers. It is a one or two year program and is headquartered in Shelton. Starting wage is 55% of journeyman rate. Labor rates are established by the hiring entity – in our case this would be LLCC BOD and CAM. Offering this program may entice future water system employees to stay longer and become better stewards of our water system. Esther will continue to bring new information to the committee.

Announcements:

- 1) Next meeting 9am Saturday July 13th Lake Limerick Clubhouse (crow's nest)

Motion to adjourn:

A motion was made by Esther Johannesen, seconded by Brandon Koch and passed with no nays as follows: To adjourn the meeting at 12:12 PM..

These minutes have not been approved by the Water Committee.
They have been respectfully submitted by Pat Paradise.

MOTIONS FOR THE BOARD

Approval of Minutes:

A motion was made by Esther Springer-Johannesen, seconded by Phyllis Antonsen and passed with no nays as follows: To approve the Minutes of April 11th, 2019 as written.

Approval of Financial Report:

A motion was made by Brandon Koch, seconded by Esther Springer-Johannesen and passed with no nays as follows: To approve the financial report of June 8th 2019 as presented.

Installation of new isolation valve at well number 3 to accommodate removal of failed expansion tank:

A motion was made by Pat Paradise, seconded by Esther Springer-Johannesen and approved with no nays to approve installation of required isolation valve with a cost not to exceed \$7,500.00.

Water System Annual Site Walk (new water system entry level assistant):

A motion was made by Phyllis Antonsen, seconded by Brandon Koch and passed with no nays to hire a water assistant to the water department – pay scale to be determined by experience.