

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE MEETING**

Minutes of July 13th, 2019

Meeting Location LLCC Golf Pro Shop (Crow's Nest occupied)

The Meeting was called to order at 9:10 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

Employees Attending: Water Manager Joe Castelluccio

Contractors Attending: None

Guests Attending: None

New Water Committee Member Vote and Motion:

The only Lake Limerick community member that submitted an application to serve on the Lake Limerick Water System Committee by the July 5th deadline was Kelly Evans.

A motion was made by Phyllis Antonsen, seconded by Brandon Koch, and approved with no nays to appoint Kelly Evans to the Lake Limerick Water Committee.

Approval of Minutes:

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

Additions to Agenda:

None

Comments from Any Guests:

None

Financial Report:

- 1) Water System Financial Report: A financial report was reviewed including a profit and loss statement and dollar transfers from Water System funds to LLCC HOA funds. QuickBooks spreadsheet items and calculations are still being updated to better reflect budget. Expense and Income are tracking budget and water system is providing positive income. Phyllis and Esther will be meeting again with office staff 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.
- 3) CD and money market review: No decisions required at this time - another rotation of CD's will mature June 18th. Water Committee is working with Edward Jones to reconcile investment account names, account numbers, and account dollar amounts. Moving forward – all investment accounts will be

tracked by account number and name. Connie, Phyl, and Don will be meeting with Edward Jones to reconcile account numbers, account names, and account balances. An investment reconciliation report will be issued.

4) Budget for FY 2019-2020 – Phyllis and Esther

A **draft** of the 2019/2020 budget was reviewed line item by line item. Water Committee will require input of HOA line items to current draft budget prior to producing final operating budget. A capital projects budget will follow after completion of the operating budget.

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

Water Distribution Mangers Report:

1) Manager's report: The report was very complete and was reviewed. (see attached report July 10, 2019). Joe discussed his report thoroughly to the committee.

A quote for new water meter reading software and hardware was reviewed. Existing software is no longer supported (see attached General Pacific Quote dated July 10th). This software and hardware upgrade will be included in the 2019/2020 capital budget.

Consumption spreadsheet: Consumption spreadsheet (attached): There was a reported average water loss year to date of 23.3%. However, the monthly water loss has been reduced from a maximum of 43% down to 6.6%. 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 that was repaired in March. Revised formula has been recalculated into the spreadsheet and leak has been identified and repaired. Our current 3-year average is 10.8% with a goal of under 10%

2) 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 prior to the PUD correcting the power.

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

4) Security improvements for LLWS: Joe has been upgrading pump houses' 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)

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: Forgiveness letter for water (over) use

A letter was received from a member whose onsite drip irrigation isolation valve was inadvertently left open. Resulting in an overuse of water and a resulting \$387.00 consumption bill. In keeping with the current policy of a onetime forgiveness for over consumption – the water committee passed a motion to forgive this one time over consumption.

A motion was made by Esther Springer-Johannesen, seconded by Pat Paradise, and passed with no nays to accept the submitted onetime forgiveness letter and apply a credit of \$387.00 - \$27.00 = \$360.00.

Old Business:

1) Status of Payment Service Network Implementation for Water and Dues Payments: LLCC has moved ahead with the new payment system – new system not yet online.

2) Policy review for delinquent accounts:
No new updates – will be reviewed by our legal team prior to implementation

3) Water System Plan Update and Water Rate Study: NWS provided a proposal to update the Water System Plan (as required by DOH) and perform a water rate study, which the Committee reviewed. See attached June 28th, 2019 Northwest Water Systems proposal for details. Proposal will provide an update to the existing water plan, update inventory of major water system components, estimate useful life, estimate replacement costs, and provide a rate study based on the results of the Water System Plan. The water system plan will be a flat fee of \$20,000.00 and the water rate study will be on a time and materials basis not to exceed \$8,500.00. A motion was made by Brandon Koch, seconded by Phyllis Antonsen, and passed with no nays to accept the Northwest Water System Proposal to update the Water System Plan to DOH requirements and to provide a Water Rate Study.

4) Water Hydrant repair/replace: No Update – materials approved for purchase – not yet onsite.

New Business:

1) Temporary Employee being hired for summer:
A possible candidate is currently under consideration for a temporary summer position in the Water Department. The Water Committee had previously approved adding someone to the Water Department to help with the current backlog of tasks.

2) Well Site Signage:
In keeping with a recent effort by the LLCC Association to promote Mason County mandated address requirements and to promote adequate safety response from first responders – we discussed doing a survey of our water system facilities site addresses and identifying well sites by well site number signage.
Providing address signage onto water/maintenance building would be included as well. Intention is to provide identifying signage of well site numbers, provide address signage, and provide

emergency contact information. Esther Springer-Johannesen will pursue current address status vs Mason County requirements.

Announcements:

- 1) Next meeting 9am Saturday August 10th Lake Limerick Clubhouse (crow's nest)

Motion to adjourn:

A motion was made by Esther Johannesen, seconded by Phyllis Antonsen and passed with no nays as follows: To adjourn the meeting at 11:12 AM.

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

MOTIONS FOR THE BOARD

Appointment of new water committee member:

A motion was made by Phyllis Antonsen, seconded by Brandon Koch, and approved with no nays to appoint Kelly Evans to the Lake Limerick Water Committee.

Approval of Minutes:

A motion was made by Brandon Koch, seconded by Esther Springer-Johannesen and passed with no nays as follows: To approve the Minutes of June 8th, 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 July 13th, 2019 as presented and noting discrepancies.

Approval of Northwest Water Systems Water Plan Update and Rate Survey Proposal:

A motion was made by Brandon Koch, seconded by Phyllis Antonsen, and passed with no nays to accept the Northwest Water System Proposal including a flat rate fee of \$20,000.00 for the water system plan update and a time and materials cost not to exceed \$8,500.00 for the supporting water rate study.