

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE MEETING**

**Minutes of September 14th, 2019
Meeting Location LLCC Crows 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, Kelly Evans and Brandon Koch

Board of Directors Attending: None

Employees Attending: None

Contractors Attending: None

Guests Attending: None

Approval of Minutes:

A motion was made by Esther Springer-Johannesen, seconded by Kelly Evans, and passed with no nays as follows: To approve the Minutes of August 10th, 2019 as written.

Additions to Agenda:

A notification of the need for a closed session discussion was made.

Comments from Any Guests:

None

Financial Report:

- 1) Water System Financial Report: A financial report was reviewed including a profit and loss statement, aged receivables, 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. Don, Phyllis and Esther will continue meeting with Cam and office book keeper 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 investment decisions required at this time. Water Committee worked 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) Rate Increase – approved by electronic vote 8-29-19
A motion was made by Phyllis Antonsen, seconded by Pat Paradise, and passed with no nays as follows: Increase monthly metered water rate from \$27.00 to \$30.00 per month. Increase non metered or locked

out meters water rate from \$15.00 to \$16.00 per month. Increase ½ lot water rate from \$7.50 to \$8.00 per month. Over consumption rates above use of 10,000 gallons remain in effect at \$2.00 per 1,000 gallons.

5) Operating Budget for FY 2019-2020 – approved by electronic vote 9-4-19

A motion was made by Kelly Evans, seconded by Esther Springer-Johannesen, and passed with no nays to approve the final water operating budget.

6) Capital Projects Budget FY 2019-2020:

A discussion of the capital projects budget line items resulted in some changes to the previous draft budget items. Some proposed items were removed and added as maintenance items, other proposed items were removed from the draft budget and will get another look after the water system survey and rate study are completed. A comprehensive capital budget was approved for review, discussion, and final approval with the Board of Directors.

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

Water Distribution Mangers Report:

1) Manager's report and consumption spreadsheet: The report was very complete and was reviewed. (see attached report September 9th 2019).

Consumption spreadsheet (attached): The water loss for the month of August was 16.1% There is a reported maximum water loss year to date of 19.2%. Our current 3 year average is 9.6% with a goal of remaining 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.

3) Status of pump repair at well 3: Well 3A will require the well pump to be pulled and a new check valve be installed. Scope and pricing is being developed for this work

4) 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.

Action List:

The action list was reviewed. The status of a few items need to be updated – Don Bird will review and markup the action list for Pat Paradise to update.

Correspondence: Phone call from Kelli Crockett regarding possible pressure spikes in August. An LLCC water customer had water leakage inside their residence in August. They were concerned that a water system over pressurization occurred. Don studied our SCADA system for

any pressure spikes and non were noted. Water pressure did not climb above the 80 lbs maximum delivery pressure.

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 is online.

2) Water System Plan Update and Water Rate Study – NWS:
Approved survey/study will provide an updated water plan, update inventory of major water system components, estimate useful life, estimate replacement costs, and provide a rate study to support findings. The water system plan will be utilized for long term planning, water rate structuring, and capital project budgeting. Water manager is working with NWS and providing information to assist the study.

3) Temporary employee for summer:
The temporary water system employee was hired for summer work and his last Day was September 13th

4) Well signage – Esther and Pat:
A drive by inspection of all well sites and the water maintenance building verified that signage is in place and adequate. Address, well site number, and emergency contact information are currently posted. Item closed

5) Old meter recycle plan - Esther
There was a stockpile of old used water meters that was stored inside well number 6 pump house for several years. There is no resale value and they took up considerable floor space inside the pump house. Used meters have been removed from the pump house and will be recycled.

New Business:

1) Year end capital projects:

A) Meter reading software and upgrade:

Current meter reading software and hardware is no longer being supported. A new software and hardware system proposal for Badger Beacon software and hardware was reviewed (see attached). There is also annual maintenance costs associated with this quote.

A motion was made by Esther Springer-Johannesen, seconded by Brandon Koch, and approved with no nays to purchase the new Badger Beacon software/hardware package for a cost not to exceed \$22,000.00 (plus shipping and sales tax if applicable) to replace our current and no longer supported meter reading software/hardware.

B) VFD's for wells 1 and 2:

Pump motors for well 1 and well 2 pumps are the only remaining LLCC water system pumps not utilizing variable frequency drive technology to start the pump motors and

control pump motor speeds. A quote was provided by our water manager was reviewed to provide and install new VFD's, vfd startup, associated wiring, and replacement of the expansion tank.

A motion was made by Esther Springer-Johannesen, seconded by Kelly Evans, and approved with no nays to purchase and install two new vfd's (including factory startup and warranty), associated electrical panels and wiring, and removal / installation of a new expansion tank at a cost not to exceed \$8,500.00

C) There are currently a few prior generation (obsolete) water meters still installed and no shelf stock to replace defective meters or accommodate new water services.

A motion was made by Kelly Evans, seconded by Esther Springer-Johannesen, and approved with no nays to purchase a small inventory of current generation meters to replace several currently installed obsolete meters and provide shelf stock for new meter installations at a cost not to exceed \$5000.00.

Commitments Review: None

Announcements:

1) Next meeting 9am Saturday October 12th Lake Limerick Clubhouse (crow's nest)

Motion to convene to closed session:

A motion to convene into closed session was made by Esther Springer-Johannesen, seconded by Kelly Evans, and approved with no nays

Motion to reconvene to open session:

A motion to reconvene into open session was made by Kelly Evans, seconded by Brandon Koch, and approved with no nays.

Motion to accept all closed session motions: No motions were made in the closed session

Motion to adjourn:

A motion was made by Brandon Koch, seconded by Esther Springer-Johannesen and passed with no nays as follows: To adjourn the meeting at 10:42 AM..

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

MOTIONS FOR BOARD:

Approval of Minutes:

Approval of Minutes:

A motion was made by Esther Springer-Johannesen, seconded by Kelly Evans, and passed with no nays as follows: To approve the Minutes of August 10th, 2019 as written.

Approval of Financial Report:

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

Approval of LLCC water rate increase:

Rate Increase – approved by electronic vote 8-29-19

A motion was made by Phyllis Antonsen, seconded by Pat Paradise, and passed with no nays as follows: Increase monthly metered water rate from \$27.00 to \$30.00 per month. Increase non metered or locked out meters water rate from \$15.00 to \$16.00 per month. Increase ½ lot water rate from \$7.50 to \$8.00 per month. Over consumption rates above use of 10,000 gallons remain in effect at \$2.00 per 1,000 gallons.

Approval of Operating Budget FY 2019-2020:

Operating Budget for FY 2019-2020 – approved by electronic vote 9-4-19

A motion was made by Kelly Evans, seconded by Esther Springer-Johannesen, and passed with no nays to approve the final water operating budget for 2019-2020.

Approval of new water meter reading software – hardware purchase:

A motion was made by Esther Springer-Johannesen, seconded by Brandon Koch, and approved with no nays to purchase the new Badger Beacon software/hardware package for a cost not to exceed \$22,000.00 (plus shipping and sales tax if applicable) to replace our current and no longer supported meter reading software/hardware.

Approval for VFD purchases for well 1 and well 2:

A motion was made by Esther Springer-Johannesen, seconded by Kelly Evans, and approved with no nays to purchase and install two new vfd's (including factory startup and warranty), associated electrical panels and wiring, and removal / installation of a new expansion tank at a cost not to exceed \$8,500.00

Approval for new current stock water meter inventory:

A motion was made by Kelly Evans, seconded by Esther Springer-Johannesen, and approved with no nays to purchase a small inventory of current generation meters to replace several currently installed obsolete meters and provide shelf stock for new meter installations at a cost not to exceed \$5000.00.

