

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE MEETING**

**Minutes of October 12th, 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. Brandon Koch had a work related absence.

Board of Directors Attending: Dean Dyson
Employees Attending: Water Manager Joe Castelluccio
Contractors Attending: None
Guests Attending: None

Approval of Minutes:

A motion was made by Phyllis Antonsen, seconded by Kelly Evans, and passed with no nays as follows: To approve the Minutes of September 14th, 2019 as written.

Additions to Agenda:

A notification of the need for a closed session discussion was made.
A line item 7 was added under water managers report to discuss need for a documented water shut-off/turn on policy.

Comments from Any Guests:
None

Water Distribution Mangers Report:

1) Manager's report and consumption spreadsheet: The report was very complete and was reviewed. (see attached report October 10th 2019).

Consumption spreadsheet (attached): The water loss for the month of September was 30.7% There is a reported maximum water loss year to date of 20.5%. Our current 3 year average is 9.9% with a goal of remaining under 10%. Water system manager is looking for leaks and will be replacing some suspected leaking valves.

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 has decided not to replace the power transformers to the site that would have provided true 3 phase power. Water Committee will pursue two possible solutions. A- contact a higher level decision at PUD to replace transformers to provide true 3 phase power. B- contact Nicholson (vfd vendor) to pursue warranty related solution to the recently installed vfd's not being fully compatible with the existing power being supplied by PUD. Don Bird will lead this effort.

- 3) Status of water system repairs: Well 3A will require the well pump to be pulled and a new check valve be installed. Water manager is clearing valve risers of debris to ready the valves for exercising and hydrants for flushing.
- 4) Order of Badger Analytics meter reading software and rugged laptop: Equipment is ordered. A brief discussion on safeguarding the new truck mounted laptop resulted in agreement to add a theft alarm to the water system truck that will house the new laptop. Nightly removal of the laptop is not practical as it will be “hard mounted” into the truck.
- 5) Adjustment of prior VFD quote for wells 1 and 2: A few VFD parameters were upgraded prior to ordering the new vfd’s. Vendor quote was adjusted to reflect the revised options – but still below the approved and budgeted amount. VFD’s have been ordered.
- 6) New quotes and motions:
 - a. Replace distribution system valves at 3 locations and isolation valves at Well #2: A motion to accept KCL Excavating quote dated 09-24-19 with a not to exceed cost of \$31,000.00 was made by Phyllis Antonsen, seconded by Kelly Evans, and approved with no nays. (see attached KCL quote)
 - b. Upgrade well reservoir ladders, hatches and vents at wells #3, #4, and #6: A motion to accept Baker Silo quote dated September 16, 2019 with a cost not to exceed \$25,000.00 was made by Pat Paradise, seconded by Phyllis Antonsen, and approved with no nays. (see attached Baker Silo quote). Improvements will bring much needed (and State mandated) safety improvements to these sites.
 - c. Replace VFD’s at Well #3 due to power issues – need to discuss options: Recent vendor installed VFD’s in well 3 pump house have been struggling to operate reliably with the 3 phase power being provided by PUD3. PUD had committed to upgrading their transformers to provide true 3 phase power – PUD3 has now backed away from this commitment. Replacing the recently installed VFD’s with another VFD model would eliminate the need for new power transformers. The cost to replace the VFD’s is roughly \$8,500.00 – after discussing our options we agreed to the following actions. A- contact a higher level decision at PUD to replace transformers to provide true 3 phase power. B- contact Nicholson (vfd vendor) to pursue warranty related solution to the recently installed vfd’s not being fully compatible with the existing power being supplied by PUD. Don Bird will lead this effort. (no motion on this item – Platt Electric 299808 letter of quotation attached)
- 7) Water Manager requested formal policy on water system turn off – turn on to customers. Currently some customers request that their water service be turned off – and then turned back on. Reasons vary, but mostly this is requested by snowbirds or people making in home plumbing repairs. Water managers requested a written policy on who can shut off/turn on water service. Is it tampering if homeowners access the service valves, what the cost should be if water department provides this service, and what the notification process should look like. Committee will look into establishing a working document to outline policy for this.

Action List:

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: Letter from Terri and James Mazze.

The water committee received a letter requesting a onetime forgiveness for water overconsumption due to a leak on the owner side of their water service. The amount of overconsumption relief requested was \$170.00 based on consumption records. A motion was made by Kelly Evans, seconded by Esther Springer-Johannesen, and approved with no nays to forgive the onetime \$170.00 water overconsumption bill.

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. 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) Operating and Capital budget review: Both budgets have been approved by the water committee, submitted to LLCC Board of Directors, and placed on the ballot for membership approval.

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

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 continues to work with NWS and provide information to assist the study.

New Business:

1) December meeting options: Committee Chair will be out of town for December meeting date. A decision will be made at the November meeting to determine if a December meeting will be needed.

Commitments Review: None

Announcements:

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

Motion to convene to closed session:

A motion to convene into closed session was made by Kelly Evans, seconded by Esther Springer-Johannesen , 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 Esther Springer-Johannesen, 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 Esther Springer-Johannesen, seconded by Kelly Evans and passed with no nays as follows: To adjourn the meeting at 12:36 PM..

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

MOTIONS FOR BOARD:

Approval of Minutes:

A motion was made by Phyllis Antonsen, seconded by Kelly Evans, and passed with no nays as follows: To approve the Minutes of September 14th, 2019 as written.

Approval of KCL Letter of Quotation for valve replacement :

Replace distribution system valves at 3 locations and isolation valves at Well #2: A motion to accept KCL Excavating quote dated 09-24-19 with a not to exceed cost of \$31,000.00 was made

by Phyllis Antonsen, seconded by Kelly Evans, and approved with no nays. (see attached KCL quote)

Approval of Baker Silo for safety improvements at wells 3,4,and 6:

Upgrade well reservoir ladders, hatches and vents at wells #3, #4, and #6: A motion to accept Baker Silo quote dated September 16, 2019 with a cost not to exceed \$25,000.00 was made by Pat Paradise, seconded by Phyllis Antonsen, and approved with no nays. (see attached Baker Silo quote). Improvements will bring much needed (and State mandated) safety improvements to these sites.

Approval of Financial Report:

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

Approval of water overconsumption billing:

A motion was made by Kelly Evans, seconded by Esther Springer-Johannesen, and approved with no nays to forgive the onetime \$170.00 water overconsumption bill