

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE MEETING**

**Minutes of November 9th, 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: Dean Dyson

Employees Attending: None

Contractors Attending: None

Guests Attending: None

Approval of Minutes:

A motion was made by Kelly Evans, seconded by Esther Springer-Johannesen, and passed with no nays as follows: To approve the Minutes of October 12th, 2019 as written.

Additions to Agenda: no additions were requested

Comments from Any Guests: none

Financial Report:

- 1) Water System Financial Report: A financial report was reviewed including a profit and loss statement, monthly budget to actual, 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 have been meeting with office book keeper to improve formatting of financial reports. Rental expenses are tracking above budgeted amount – this is a result of deferred maintenance being provided. Water department has been utilizing hydrovac rental unit to clean debris from valve risers prior to valve exercising.
- 2) Accounts Payable/Receivable update: Front office continues to make progress on collecting past due accounts. Targeting accounts over 90 days past due.
- 3) Status of new water rate implementation: Recent ballot issue for increased water rates was approved by the membership. Increased the monthly metered water rate from \$27.00 to \$30.00 per month. Increased the non metered or locked out meters water rate from \$15.00 to \$16.00 per month. Increased the 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.
- 4) Cd and money market review: one Cd is coming due in December. Matured Cd and additional monies from Heritage Bank will be re-invested into a new Cd

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 and consumption spreadsheet: The report was very complete and was reviewed. (see attached report November 8th 2019 for detailed information)
Consumption spreadsheet (attached): The water loss for the month of October was 32.8% There is a reported maximum water loss year to date of 22.2%. Our current 3 year average is 10.4% with a goal of remaining under 10%. A discussion followed the consumption report: is there a sizable leak in the water system piping or a possible mathematical error in the consumption reporting? Once scheduled valve repairs are made – we will review consumption and determine if there is a need to hire a leak detection company.
- 2) Status of power issues at Wells 3 and 5: There are some operational issues resulting from the three phase power provided by PUD. Don Bird has met with PUD to discuss the possible upgrades the PUD can make to the transformers. Don will also contact the vfd installing contractor to put them on notice of a possible warranty claim.
- 3) Status of water system repairs: KCL Excavating will replace two of the three valve clusters that have been approved for installation. KCL will hold off on the replacement of the valves on Mason Lake Road until more details are available on the Navy Trestle seismic upgrade project.
- 4) Badger Analytics meter reading software and rugged laptop status: Software upgrade has been purchased. Water Department is shopping for a rugged laptop that will meet the criteria established by Badger Analytics for the software upgrade.
- 5) New project updates:
 - a) Replace distribution valves at 3 locations and isolation valves at Well #2: KCL Excavating will replace two of the three valve clusters and isolation valve at Well #2. KCL will hold off on the replacement of the valves on Mason Lake Road until more details are available on the Navy Trestle seismic upgrade project.
 - b) Upgrade well reservoir ladders, hatches and vents at wells #3, #4, and #6: Water Department is moving ahead with installation of these approved items.
 - c) Estimate for ladder, hatch and vents at well #1: Water Department is getting a quote for the steel tank ladder. Also had tank inspected for presence of lead paint. Steel tank will need to be encapsulated due to lead paint testing results.
 - d) VFD installation for wells 1 and 2: Water Department is moving ahead with this approved project.
 - e) Replace VFD's at well #3 due to power issues – need to review options: A discussion of possible options resulted in working with PUD upper management to replace existing transformers. We also discussed notifying installing contractor of the problems we are experiencing with the recently installed vfd's. This correspondence will reserve a future warranty claim if needed.

Action List:

An 11-09-19 draft of an updated action list was reviewed. The status of a few items need to be updated – Don Bird will complete the update and submit to the committee for review – comment – approval.

Correspondence: none

Old Business:

1) Water System Plan Update and Water Rate Study Status – NWS:

The survey/study is ongoing and 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.

2) SCADA system status incl. SCADA engineer change: SCADA radio traffic between well sites will be monitored for possible interference with programming set points. Don Bird will oversee the process. SCADA contractor/engineering firm has a new “formal” contact process and a new name. This change in their company structure should not affect our normal business interactions with them.

New Business:

1) Coliform issue and chlorine application: Routine monthly testing of our domestic water system at two locations revealed the trace level of Coliform at one of the locations. No E Coli or fecal Coliform was detected. Chlorine was added to the well storage tanks and the distribution loop in the mixture of 1 to 2 parts per million – to disinfect the system. Our water continues to be safe for member consumption. Please see attached letter to members for a more comprehensive report.

2) Navy railroad trestle seismic retrofit and LLWS 8” mainline relocation: The Department of Navy has issued plans and awarded a contract for the seismic reinforcement of the Mason Lake Road navy railroad trestle. A part of the construction process will require relocation of the LLCC 8” water main piping. A dialogue between stakeholders has been initiated to determine impacts to traffic and water service – as well as who will pay for and perform the water main relocation. More information to come on this topic.

3) Water system staff hiring: a water committee subcommittee has been formed to develop criteria for the hiring of an additional water department employee. Kelly Evans and Esther Springer-Johannesen will establish hiring criteria, task list/workload, and job description. They will report back to the water committee upon completion.

4) December meeting options: No meeting will be scheduled for December 14th 2019 due to vacation schedules. A December meeting can be scheduled if the need arises. Next regularly scheduled meeting will be held January 11th 2020

Commitments Review: None

Announcements:

1) Next meeting 9am Saturday January 11th 2020 Lake Limerick Clubhouse (crow's nest)

Motion to convene to closed session: none

Motion to reconvene to open session: none

Motion to accept all closed session motions: none

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 11:52 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:

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 Esther Springer-Johannesen and passed with no nays to accept the financial report as presented.

