

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE MEETING**

**Minutes of February 8th, 2020
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 Kelly Evans, seconded by Esther Springer-Johannesen, and passed with no nays as follows: To approve the Minutes of January 11th, 2020 as written.

Additions to Agenda: None

Comments from any Guests: None

Financial Report:

- 1) Water System Financial Report: A draft financial report was reviewed including a monthly budget to actual expenditures spreadsheet. Expense and Income are tracking budget and water system is providing positive income. Rental expenses and Repairs and Maintenance are tracking above budgeted amount – this is a result of repairing mainline leaks. Water department has been utilizing rental equipment to execute repair of mainline leaks. Overall expenses are at 36% of budget with 33% of the year completed.
- 2) Accounts Payable/Receivable update: No report this month due to the early meeting date falling too soon within the month.
- 3) Cd and Money Market Review: Maturing Cd coming due in March. Money will be re-invested into a Cd with Edward D Jones.
- 4) Reserve Study Status: HOA is soliciting volunteers to assist LLCC Reserve Study Subcommittee to select Reserve Study Consultant. Esther Springer-Johannesen volunteered to represent the water committee within the reserve study subcommittee. The water system plan and study draft will be available in May for review.

A motion was made by Brandon Koch, seconded by Kelly Evans, 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 February 7th 2020 for detailed information)
Consumption spreadsheet (attached): The calculated water loss for the year is 16.7%. Our current 3 year average is 10.6% with a goal of remaining under 10%. Note that losses in November were 2.5 million gallons (MG), reduced to 0.68 MG in December but back up to 0.73 MG in January, likely due to the leak on St. Andrews Dr. (see below).
- 2) Status of power issues at Wells 3 and 5: No VFD issues have been noted since PUD corrected the 3 phase power feed to the well site 3. Well site 3 requires electrical feed to generator and controls to be re-run underground. Wiring had been installed above grade and attached to the recently removed expansion tank. Removal of tank and tank supports necessitates the work. Work is currently underway. 3 phase power at well site 5 will require PUD to review currently provided power and possibly upgrade to true 3 phase similar to well site 3.
- 3) Status of water system leaks and repairs:
 - A. Leak at 2451 St Andrews on 02-01-2020: A leak was observed and phoned into the water department on Saturday afternoon. Joe investigated late Saturday evening and determined that the leak was not sufficient to warrant emergency repair service. Water service remained intact and repairs were completed on Tuesday.
 - B. Well 4 Booster Pump: Current well 4 booster pump is failing. New replacement pump is currently onsite and awaiting installation.
- 4) Badger Analytics meter reading software and rugged laptop status: Software upgrade has been purchased. Water Department has purchased a rugged laptop that will meet the criteria established by Badger Analytics for the software upgrade. Floor mounted laptop carrier is installed in the water truck. Overall – we are very close to initiating the new hardware and software.
- 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) 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 may need to be encapsulated pending lead paint testing results.
 - c) VFD installation for wells 1 and 2: Water Department is moving ahead with this approved project. VFD for well 2 is mounted and awaiting wiring and startup. VFD for well 1 has been purchased.

Action List: none

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. NWS has committed to providing a draft WSP document by May of 2020.
- 2) SCADA system status: SCADA system fully operational. Water manager occasionally manipulates set points and documents any deficiencies – a further punch list may be sent to the scada contractor to correct any deficiencies that arise.
- 3) Navy railroad trestle seismic retrofit and LLWS 8” mainline relocation: No news on this project. Permits have not been issued and contractor has not mobilized. LLCC HOA and Water department will coordinate with Mason County who is the “right of way” franchise agreement partner of LLCC and LLWS.
- 4) 811 Safety Committee Review Status: LLCC water manager took the NUCA dig law class in place of a fine based on the finding of the safety review hearing held last month.
- 5) Water system staff hiring: 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.

New Business:

- 1) Meeting with Ron Gamble, WaterSurplus, regarding pilot test for the manganese and iron filtering at well site 2: An eight thousand dollar figure was quoted for this pilot program. Waiting on additional information before making a motion on whether or not to proceed.
- 2) Generator at Well #4: A discussion about installing a new generator at well site #4 was held. Currently there is no generator at the well #4 site. A generator at well site 4 would provide pumping capacity and redundancy in the event of a power failure. More research is needed.

Commitments Review: None

Announcements:

- 1) Next meeting 9am Saturday March 14th, 2020 -- Lake Limerick Clubhouse (crow’s nest)

Motion to convene to closed session:

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

Motion to reconvene to open session:

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

Motion to accept all closed session motions:

A motion to accept all closed session motions was made by Brandon Koch, seconded by Esther Springer-Johannesen, and passed with no nays:

Motion to recommend to the LLCC Board of Directors to do the following:

- 1) Contract with Northwest Water Systems for interim service for the LLCC Water System while hiring a new Water System Manager.
- 2) Pursue advertising for an open LLCC Water Manager job in multiple locations and hiring as soon as practical.

Motion to adjourn:

A motion was made by Kelly Evans, seconded by Brandon Koch, and passed with no nays as follows: To adjourn the meeting at 11:40 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 Kelly Evans, seconded by Esther Springer-Johannesen, and passed with no nays as follows: To approve the Minutes of January 11th, 2020 as written.

Approval of Financial Report:

A motion was made by Brandon Koch, seconded by Kelly Evans, and passed with no nays to accept the financial report as presented.

Motion to convene to closed session: A motion was made by Esther Springer-Johannesen, seconded by Kelly Evans, and passed with no nays to convene to closed session.

Motion to reconvene to open session:

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

Motion to accept all closed session motions:

A motion to accept all closed session motions was made by Brandon Koch, seconded by Esther Springer-Johannesen, and passed with no nays:

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