

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE MEETING**

**Minutes of March 14th 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, , Treasurer Phyllis Antonsen, and members Esther Springer-Johannesen, Kelly Evans, and Brandon Koch.

Excused: Secretary Pat Paradise

Board of Directors Attending: Dean Dyson

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 February 8th, 2020 as written.

Additions to Agenda: New Business #4 well piping and booster pump

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 deferred maintenance being provided. Water department has been utilizing rental equipment to execute deferred maintenance work items. Need to confirm postage amounts on the financials with accountant as they appear to be high.
- 2) Accounts Payable/Receivable update: Rhonda advised to Phyl there is very little left on past dues that are collectible.
- 3) Cd and Money Market Review: Maturing Cd coming due in March has been renewed. Next CD due up in June 2020.
- 4) Reserve Study Status: Esther will work with NW Water to make sure they are providing information to be included in the reserve study.

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

Water Distribution Managers Report:

- 1) Manager's report and consumption spreadsheet: The report was very complete and was reviewed. (see attached report March 11th, 2020 for detailed information)
Consumption spreadsheet (attached): The calculated water loss for the year is 11.3%. Our current 3 year average is 10.3% with a goal of remaining under 10%. Note February was 4.8%.
- 2) Status of power issues at Wells 3 and 5: Well 3 power is now 3 phase. PUD will install 3 phase at well 5 once we are ready for it.
- 3) Status of water system leaks and repairs: Well 4 Booster Pump: NW Water will install along with updated piping.
- 4) Badger Analytics meter reading software and rugged laptop status: New hardware is now in place and sample meters were read to demonstrate the system is working. Meters will be read for month of ~~Feb~~ March with the new equipment. Several service meter reads are questionable. Transition from Read Center to Beacon may present some challenges for the first 2-3 billing cycles.
- 5) New project updates: VFD installation for wells 1 and 2: VFD for well 2 is mounted and awaiting wiring and startup. VFD for well 1 has been purchased. Need to work with Platt or Ram to get bids to finish electrical
- 6) Badger Beacon Analytics meter reading demo: Don gave short demo on the new meter reading system. It has much more detailed information readily available from the readings and they are quicker.

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: letter has been received from the Navy regarding our water line. LLCC corporate will handle at this point.
- 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: Spoke about upcoming possible replacement.

New Business:

- 1) Orion ME meter purchase. We are short on water meters. We will upgrade to the new ME meters as we need them. Motion made by Brandon Koch, seconded by Kelly Evans and carried as follows: To purchase 10 Badger Orion ME meters at a cost not to exceed \$2400.00
- 2) Well # 4 Piping and Booster pump installation needs to be completed. Motion made by Esther Springer-Johannesen, seconded by Brandon Koch and carried as follows: To accept the bid from Northwest Water Systems to replace piping with PVC pipe and install booster pump at well # 4 not to exceed \$3000.00

Commitments Review: None

Announcements:

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

Motion to convene to closed session:

Motion to reconvene to open session:

Motion to accept all closed session motions:

Motion to adjourn:

A motion was made by Brandon Koch, seconded by Phyllis Antonsen, and passed with no nays as follows: To adjourn the meeting at 1057 AM.

These minutes have not been approved by the Water Committee.

They have been respectfully submitted by Esther Springer-Johannesen.

MOTIONS FOR BOARD:

Motion made by Brandon Koch, seconded by Kelly Evans and carried as follows: To purchase 10 Badger Orion ME meters at a cost not to exceed \$2400.00

Motion made by Esther Springer-Johannesen, seconded by Brandon Koch and carried as follows: To accept the bid from Northwest Water Systems to replace piping with PVC pipe and install booster pump at well # 4 not to exceed \$3000.00