

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE MEETING**

Minutes of June 13th, 2020

Meeting Location: ZOOM Internet Meeting

The Meeting was held online via ZOOM Meeting on the internet. The meeting was called to order at 9am by Chairman Don Bird. Technical difficulties with Zoom caused some members to miss parts of the meeting.

MEMBERS ATTENDING: Chairman Don Bird, Secretary Pat Paradise, Treasurer Esther Springer-Johannesen, and members Phyllis Antonsen, Kelly Evans, and Brandon Koch.

Board of Directors Attending: none

Employees Attending: Water Manager Doug Carothers was unable to connect due to technical problems.

Contractors Attending: none

Guests Attending: none

Approval of Minutes:

A motion was made by Esther Springer-Johannesen, seconded by Pat Paradise, and passed with no nays to approve the minutes of May 9th 2020 as written.

Additions to Agenda: Meter Charges and Capital Recovery was added as line item 3)d under old business

Comments from any Guests: none

Financial Report:

1) Water System Financial Report: A draft financial report was provided by treasurer Esther Springer-Johannesen including a budget to actual expenditures, 2020 capital expenditure budget, cash on hand, and water system transfers to HOA.

Several approved 2020 capital budget line items have not yet been started. It was decided to have our new water manager review and re-validate the capital budget items.

A transfer from water system to HOA was reviewed and discussed. LLCC directed tree removal from the proximity of well site 4 and after completing the work as maintenance passed the expense to the water department. Water committee needs additional information prior to accepting this cost. Financial report is attached for record.

2) Accounts Payable/Receivable update – Treasurer Esther Springer-Johannesen
Accounts payable/receivable is tracking and there is no documented decline in revenue due to impacts of the Corona Virus. Payables and receivables will be monitored closely for any financial impacts attributable to the current health pandemic.

3) Cd and Money Market Review: A Cd and Money Market report was provided by Esther and attached for record.

4) Reserve Study Status:

HOA Water Reserve Study continues to be worked on by NWS. A draft copy is due

HOA Reserve Study status:

Esther Springer-Johannessen reported that the LLCC HOA Reserve Study is waiting for bids from three firms. NWS will co-ordinate with the selected firm to integrate the water system study into the overall LLCC reserve study.

A motion was made by Pat Paradise, seconded by Brandon Koch, and passed with no nays to accept the financial report as presented less the invoices for tree clearing from Tobin Brothers Tree Service of approximately \$15,000.00

Water Distribution Mangers Report:

1) Manager's report and consumption spreadsheet: The report was very complete and is attached for record.

Consumption spreadsheet (attached): The calculated water loss for the month is 4% and for the year is 7% with a goal of remaining under 10%. The consumption report is attached for record.

2) Status of SCADA system: Don provided a summary of the scada system and the system is working well. Minor issues are being documented and resolved.

3) Badger Analytics meter reading and billing experience: Don provided a summary of the Badger Analytics meter reading and billing experience. The upgraded software and meter reading hardware is working very well. A result of the software upgrade is that we can now detect possible leaks on the "owner side" of the water system. Correspondence will be sent to Lot Owners whose meter readings indicate possible leakage on their side of the meter. There are 4 installed meters that did not read automatically during meter reading. Water manager will look into causes.

Action List: none

Correspondence: none

Old Business:

1) Navy railroad trestle seismic retrofit project: Existing LLCC water main running under the trestle location has been marked for reference. County still has not issued a permit for the project. LLCC is researching right of way agreement status for our water main. No other new information available.

2) Water System Plan status: NWS continues to work toward completion of a draft water system plan upgrade. The draft copy should be available now – but is still being completed. LLCC Water Committee will receive a draft copy for review and comment in a few weeks.

- 3) Water billing considerations: A discussion was held to determine what – if any services should be provided on the customer side of the water box valve based on past practices and current laws.
- a) Spigot installation – there is a past practice of installing (for a fee) spigots on the customer side of the water valve at customer request. This is currently an activity that is no longer legal.
 - b) Extra charges, e.g. hose bib lock off, shutoff tool – there is a past practice of providing a hose bib lock off and/or shutoff tool for water customers use.
 - c) Damage charges – discussion of adequate fee structure for repairs needed due to customer tampering with meter or shutoff valves. Water manager will look into developing / updating fee structure for any damages.
 - d) Meter charge – A brief discussion of current meter installation charges for new customers without installed meters. Discussion revolved around whether past special assessment to install meters should have provided meters to all lots at the time of the special assessment. Additional research into the language of the special assessment is needed.

A motion was made by Pat Paradise, seconded by Esther Springer-Johannesen, and passed with no nays: Current law no longer allows water department employees to service or install spigots on the customer side of the LLCC water meter. Effective upon approval by the LLCC BOD – LLCC water department will no longer provide any labor, materials, or tools on the customer side of the water meter.

Commitments Review: None

Announcements:

- 1) Next meeting 9am Saturday July 11th, 2020 – ZOOM Internet or Lake Limerick Clubhouse (crow's nest)
Location and format to be determined based on social distancing requirements

Motion to convene to closed session: none

Motion to reconvene to open session: none

Motion to accept all closed session motions: none

Motion to recommend to the LLCC Board of Directors: none

Motion to adjourn: A motion to adjourn was made by Kelly Evans, seconded by Esther Springer-Johannesen, and passed with no nays as follows: To adjourn the meeting at 11:00am

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 Pat Paradise, and passed with no nays to approve the minutes of May 9th 2020 as written.

Approval of Financial Report:

A motion was made by Pat Paradise, seconded by Brandon Koch, and passed with no nays to accept the financial report as presented less the invoices for tree clearing from Tobin Brothers Tree Service of approximately \$15,000.00

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