

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE MEETING**

**Minutes of August 8th, 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.

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: Dean Dyson, Brian Smith, Connie Wong (until technical issues logged them off after about ½ hour))

Employees Attending: Water Manager Doug Carothers

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 to approve the minutes of July 11th 2020 as written with one correction was noted: mathematical error in July water manager report on general guidelines for chlorine treatment levels. Report indicated 20ppm to 30ppm (parts per million) and should have read 0.2ppm to 0.3ppm.

Additions to Agenda: line item 5 under financial report – “purchase order tracking”

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, investments, and cash on hand. Budgeted to actual expenditure are behind 33k due to professional services fees by NWS during our water manager search and hiring. (see attached documents)
- 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. Current available Cd interest rates are low – alternative investment interest rates will be investigated.
- 4) **Reserve Study Status:**
Water Reserve Study was provided by NWS. Committee reviewed report and concluded that an additional water committee meeting was needed to adequately review and discuss the report. Connie,

Doug, and Esther will also work with HOA reserve study team to integrate water department study with HOA reserve study.

A water committee meeting has been scheduled for Thursday August 13th at 10am via zoom to take an in depth review of the NWS water rate study.

5) Purchase Order Tracking:

Water Manager and water committee are looking to institute better tracking controls on department expenditures. Use of purchase orders, manager “approved for payment” stamp, and expenditure coding are being discussed. Connie, water manager, and Esther will work with front office to define and initiate controls.

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 is attached for record.

Consumption spreadsheet (attached): The calculated water loss for the month is 4.5% and for the year is 6.9% with a goal of remaining under 10%. The consumption report is attached for record. Decrease in water loss percentage due to leak repair in 4” main. A brief discussion was held on use of water department truck while on-call (will need to be vetted further). Manganese removal and disposal at well site 2 (Doug will gather scope and costs). Generator for well site 4 (Doug will gather scope, costs, and EPA regulations) This may require hiring a consultant.

2) Low water pressure and booster pump faults: water system is experiencing high water demand and PUD is experiencing high electrical demand. PUD is installing power analyzers at well sites to determine if the power system is contributing to an increase in water increased water system alarms. VFD programming on well pumps is also being looked at. VFD’s on well site 6 are reaching end of service life (15 years old) and may require updating as a part of the alarm solution. Doug, Don, and PUD are working together for solutions.

3) Status of SCADA system: Doug provided a summary of the scada system and the system is working well. Minor issues are being documented and resolved. The remote text alarm system to notify by cell phone of potential water system issues is being reactivated.

4) Badger Analytics meter reading and billing status: Doug 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: none

Old Business:

1) Navy railroad trestle seismic retrofit project:

Morrisette Drawing received: The Navy has responded to our requests to sit down and resolve right of way issues.

A phase one scope of work provided research, examining available drawings and data for the water main crossing under the Navel Trestle. A drawing has been developed by Morrissette Engineers indicating the re-routing of the existing LLCC water main and will be provided to our attorney for submission to the Navy.

A motion was made by Kelly Evans, seconded by Brandon Koch, and approved with no nays to provide the Morrissette Drawing (see attached) to our attorney and for our attorney to utilize the drawing in negotiations with the Navy. .

2) Water System Plan status:

NWS has provided a draft water system plan upgrade (copy is attached). Draft Water System Plan was provided by NWS. Committee reviewed report and concluded that an additional water committee meeting was needed to adequately review and discuss the 300+ page plan.

A water committee meeting has been scheduled for Thursday August 13th at 10am via zoom to take an in depth review of the draft NWS water system plan.

3) Water system security and recent trespassing incident update: A group of 3 or 4 teenagers recently trespassed into one of our well sites. The intrusion created a safety hazard both for the teenagers and for our water supply. It is a federal offense to trespass into a well site. New signage has been installed and a more secure fencing system will be provided to help secure the well site. The group of trespassers has been identified and they are currently providing community service hours in place of legal action.

4) NWS responsibilities update: LLCC Water manager is reviewing services provided under contract by Northwest Water Services. There are work items that could be provided by our water manager instead of by NWS. LLCC water manager will provide a list of tasks that are currently provided by NWS and that could be provided by LLCC water system. Discussion will proceed once this list is provided. It is not the intent of the water committee to discontinue contracting with NWS – only to review current scope prior to contract negotiation.

5) Status of water main connection between Penzance and St. Andrews: Water manger will provide a sketch of existing water main loop and draw up possible solutions for permanent repair of this section of the water system. Leak is repaired and system working properly. Installation of two isolation valves may be required.

New Business:

1) Hiring new Water Department assistant: A discussion was held re-capping the efforts to hire an additional water department employee. Water systems of LLCC size typically require two to three employees. Water Manager and Water Committee agree that LLCC water system could be properly operated with two employees. Last year's water budget provided for an additional employee – the HOA Board did not approve the hiring of the additional position. Water system has a long backlog of deferred maintenance items that need to be completed. Items include flushing of hydrants, locating valves, exercising valves, and updating as-built drawings. There are also safety issues associated with not

having an observer/assistant on several required tasks. This is in addition to the daily maintenance and management duties. Our prior water manager departed due to a lack of support and our current water manager is over tasked with the current work load.

A motion was made by Brandon Koch, seconded by Kelly Evans, and passed with no nays to hire a full time water assistant.

- 2) NWS Water Rate and Reserve Study: As noted elsewhere in these minutes – a special water department meeting will be held on Thursday August 13th 10am to provide time for an in depth review and discussion of the recently received water rate study and the water system plan.
- 3) Budget for FY 2020-2021: Esther, Doug, Don, and CAM are working on the 2020-2021 draft budget.

Commitments Review: None

Announcements:

- 1) Next meeting 10am Saturday August 13th, 2020 – ZOOM Internet.

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:

Motion to adjourn: A motion to adjourn was made by Brandon Koch, seconded by Esther Springer-Johannesen, and passed with no nays as follows: To adjourn the meeting at 11:35am

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 to approve the minutes of July 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.

Navy Trestle water main right of way:

A motion was made by Kelly Evans, seconded by Brandon Koch, and approved with no nays to provide the Morrissette Drawing (see attached) to our attorney and for our attorney to utilize the drawing in negotiations with the Navy. .

Hiring new Water Department Assistant:

A motion was made by Brandon Koch, seconded by Kelly Evans, and passed with no nays to hire a full time water assistant.

Motion to adjourn:

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