

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE MEETING**

**Minutes of October 10th, 2020
Meeting Location: ZOOM Internet Meeting**

The Meeting was held online via ZOOM Meeting on the internet. The meeting was called to order at 9:05 am 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. (Kelly Evans logged in a few minutes late due to technical difficulties)

Board of Directors Attending: Brian Smith and Dean Dyson
Employees Attending: Water Manager Doug Carothers
Contractors Attending: none
Guests Attending: none

Approval of Minutes:

A motion was made by Esther Springer-Johannesen, seconded by Phyllis Antonsen, and passed with no nays to approve the minutes of September 12th 2020 as written. (Kelly Evans “abstaining” due to late log into meeting with technical difficulties).

Additions to Agenda: 3 items were added and the agenda has been updated.

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, investments, and cash on hand. Budgeted to actual expenditure are over budget by \$35,000 due to increased professional services fees by NWS, equipment rental, and repair & maintenance of our aging water system . (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. A graph was provided to indicate water cash collected. (see attached)
- 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 are being investigated. Current available interest rates are only 0.01% . Esther will be meeting with Scott Davis of Edward Jones to review best possible interest rates on our Cd’s.
- 4) **Reserve Study Status:**
HOA reserve study contract has been awarded. Vendor visited Lake Limerick on October 6th to walk the assets of the HOA and water system. Vendor met with LLCC CAM and Water Manager.

5) Budget for 2020-2021 – BOD Meeting Q&A: Esther Springer-Johannesen will provide and overview of the new budget as well as answer budget questions from attending membership.

6) Grant Money: LLCC HOA and Water System is investigating possible grant sources for future improvements to the water system infrastructure. Typically these grant funds are for improvement of domestic water system flow and not applicable for fire flow improvements. More information being sought.

A motion was made by Phyllis Antonsen, 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 19.5% and for the year is 8.3% with a goal of remaining under 10%. The consumption report is attached for record. A large increase in water loss percentage due to fire hydrant testing and a 4" main line pipe leak on Saint Andrews that has been repaired. Generator for well site 4 (Doug will gather scope, costs, and EPA regulations) This will require hiring a consultant. Water manager will meet with an electrical contractor onsite October 11th to walk the well sites and compile a list of deficiencies and deferred maintenance items. A list of deficiencies and budget numbers will be provided to the water committee.

2) Low water pressure and booster pump faults: water system is experiencing low water pressures and frequent alarms. VFD programming on well pumps is being looked at. Water Manager is requesting scope letters from engineering firms to assist in troubleshooting the water system loop pressures and providing a current baseline of our aging water facilities.

A motion was made by Kelly Evans, seconded by Brandon Koch, and passed with no nays for LLCC Water Manager to contact engineering firms for engineering services.

3) Status of SCADA system: Don Bird provided a summary of the scada system and the system is working well. Minor issues are being documented and resolved. An implementation of cellular radio alerts will provide alerts directly from the scada system to the water manager – even during a power outage. There was a circuit board failure at well 1. A new circuit board was installed and an additional circuit board will be ordered for backup.

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. 6 meters have issues reading and Water Manager will make repairs or replacements as needed to correct.

Correspondence: Member Letter on what and how water reserves can be used and on audit requirements. Water Committee will provide answers to LLCC CAM and LLCC CAM will respond to members questions.

Old Business:

1) Navy railroad trestle seismic retrofit project:

The Navy has responded to our requests to sit down and resolve right of way issues. Navy and our engineer are looking into routing/sequencing of a temporary main line “by-pass” during navy trestle seismic construction upgrade. More information will be provided as we move ahead with the consultation process.

2) Water System Plan status:

NWS has provided a draft water system plan upgrade. Draft Water System Plan was reviewed and comments forwarded to NWS for incorporation in final draft of document. Final draft is available and is being reviewed by LLCC water system with all comments due by end of October.

3) NWS 2020 Water Rate and Reserve Study: Draft study has been reviewed and comments forwarded to NWS for incorporation into final document. Status: pending comments back from NWS on LLCC water committee comments to draft.

4) Low water pressure and response to members regarding hydrant bagging: see water system manager report above for specifics. Ongoing hydrant flow testing is providing indications of low water system pressures during hydrant flushing. Procuring an engineering firm to assist in establishing current “baseline” capacities of our system. Capacities of our hydrants, pumps, aquifer, storage capacity, VFD’s , total system flow capability, and improved loop tuning to optimize and understand our current capabilities. Water Manager is getting contractor pricing to install fill hydrants at individual well sites to expedite filling of fire protection apparatus’ and insure adequate pressure remains in the main line loop. Determination to based on costs and further loop research.

5) Hiring new Water Department assistant: Advertisements have been placed for a new water system employee, Water Manager has short listed down to 3 candidates and work with sub-committee for final selection.

New Business:

- 1) Temporary Water Office rent/lease/buy – Doug: Water Manager is getting pricing to provide temporary (and possibly permanent) water district office space that will consolidate water system employee’s and services. Location / configuration / costs are being looked into with pricing to follow.

- 2) Mason Fire Survey: A survey of existing water system and fire fighting infrastructure and capabilities was provided by Mason Fire District 5. Water Manager and Water Committee will review and complete the survey.

Commitments Review: None

Announcements:

- 1) Next meeting 9am Saturday November 14th, 2020 – location and format to be determined on social distancing guidelines.

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 Esther Springer-Johannesen, seconded by Phyllis Antonsen , 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 Phyllis Antonsen, and passed with no nays to approve the minutes of September 12th 2020 as written. (Kelly Evans “abstaining” due to late log into meeting with technical difficulties).

Approval of Financial Report:

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

Approval of water system consultant services:

A motion was made by Kelly Evans, seconded by Brandon Koch, and passed with no nays for LLCC Water Manager to contact engineering firms for engineering services.

Motion to adjourn:

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