

**Lake Limerick Country Club  
WATER COMMITTEE MEETING  
January 9, 2016  
Minutes**

**The meeting was called to order** by Chair Phyllis Antonsen at 9:05 a.m.

**Members Attending:** Chair Phyllis Antonsen, Secretary Don Bird, Treasurer Mark Franklin, Members Gary Lentz, Ken Ayres, and Brian Parnell

**Employees Attending:** Sheila Hedlund

**Guests:** Clay and Michelle Whitehead

**Approval of Minutes**

**A motion was made** by Don Bird, seconded by Brian Parnell and passed with no nays as follows:  
To approve the minutes of December 12, 2015 as written

**Additions to Agenda:** None

**Comments from Guests:** None

**Financial**

- 1) Report attached
- 2) Service Disconnect Status: 28 Accounts paid in full while 7 made partial payments on their past due accounts.
- 3) Review financial reserves – money market and investments. Mark will get a breakdown from Edward Jones for review at the next meeting. Question arose regarding investment of reserve accounts, Sheila will check with CPA regarding the legalities of doing this.

**A motion was made** by Don Bird, seconded by Gary Lentz and passed with no nays as follows:  
To approve the financial reports for December 2015 as presented

**Water Distribution Managers Report:** Attached

**Action List**

No actions are required until April when we have to do the annual consumer education presentation. We will use last year's report and combine it with the water report and not at the break

**Correspondence:** None

**Old Business**

- 1) Culvert status: the water portion is complete. The paving will be accomplished this spring
- 2) SCADA, radio – Don reported that he has done the survey of each site to determine placement of the radios, each site currently have a useable enclosure. Don has not had time to discuss with Joe as to whether he has the time and/or knowledge to assist in the installation.
- 3) Water rights: Todd of NWS is working on this project
- 4) Generator Maintenance – Review of the recommendation from Joe to hire out the annual maintenance and load bank testing of all well site generators these procedures will ensure performance during power outages.

**A motion was made** by Brian Parnell, seconded by Gary Lentz and passed with no nays as follows:  
To approve the proposal for annual generator maintenance and load bank testing with Legacy Power Systems for an annual fee of \$3,095.00.

5) Aquifer monitoring - the schedule will be added to the Action Item list for spring, Steve will be consulted regarding the best time of the year. The Committee discussed that Steve may be able to practice using the equipment on wells 2 and 5 as they are currently off line.

**New Business**

1) NWS contract: the renewal date is in February Sheila will contact them for the new contract proposal for review at our next meeting.

**Announcements**

Next meeting February 13, 2016

**Closed Session:** None

**Motion to adjourn**

**A motion was made** by Don Bird, seconded by Ken Ayres and passed with no nays as follows:  
To adjourn the meeting at 9:50 a.m.

These minutes have not been approved by the Water Committee  
Respectfully Submitted by: Sheila Hedlund

**MOTIONS FOR THE BOARD**

**A motion was made** by Don Bird, seconded by Brian Parnell and passed with no nays as follows:  
To approve the minutes of December 12, 2015 as written

Generator Maintenance – Review of the recommendation from Joe to hire out the annual maintenance and load banking of all well site generators these procedures will ensure performance during power outages.

**A motion was made** by Brian Parnell, seconded by Gary Lentz and passed with no nays as follows:  
To approve the proposal for annual generator maintenance and load bank testing with Legacy Power Systems for an annual fee of \$3,095.00.

	<u>Oct 15</u>	<u>Nov 15</u>	<u>Dec 15</u>	<u>TOTAL</u>	<u>ANNUAL BUDGET</u>	<u>%</u>
<b>Ordinary Income/Expense</b>						
					Goal:25%	
<b>Income</b>						
<b>Gross Revenue Water</b>						
Water Excess Use Charge	1,200.00	798.00	528.00	2,526.00	15,000.00	17%
Water Meter Hook UP	0.00	0.00	0.00	0.00	2,000.00	0%
Water Meter Lock/Lockout	60.00	60.00	60.00	180.00	120.00	150%
Water Meter Locked	714.00	702.00	744.00	2,160.00	8,604.00	25%
Water Metered	30,483.00	30,483.00	30,444.00	91,410.00	365,796.00	25%
Water Non Metered	<u>2,640.00</u>	<u>2,655.00</u>	<u>2,640.00</u>	<u>7,935.00</u>	<u>48,420.00</u>	<u>16%</u>
<b>Total Gross Revenue Water</b>	<u>35,097.00</u>	<u>34,698.00</u>	<u>34,416.00</u>	<u>104,211.00</u>	<u>439,940.00</u>	<u>24%</u>
<b>Total Income</b>	<u>35,097.00</u>	<u>34,698.00</u>	<u>34,416.00</u>	<u>104,211.00</u>	<u>439,940.00</u>	<u>24%</u>
<b>Gross Profit</b>	<u>35,097.00</u>	<u>34,698.00</u>	<u>34,416.00</u>	<u>104,211.00</u>	<u>439,940.00</u>	<u>24%</u>
<b>Expense</b>						
Accounting Reev	0.00	0.00		0.00	1,500.00	0%
Bank Service Charges	0.00	0.00		0.00	400.00	0%
Credit Card Service Charges	47.01	0.00		47.01	2,600.00	2%
Depreciation	3,041.67	3,041.67	3,041.67	9,125.01	36,500.00	25%
Dues & Subscriptions	0.00	0.00		0.00	650.00	0%
Employee Expense				0.00		
Education of Employees	0.00	0.00		0.00	2,500.00	0%
L&I Insurance	106.09	55.16	-334.23	-172.98	2,000.00	-9%
Payroll Tax Expense	817.71	720.87	579.23	2,117.81	7,500.00	28%
Retro Tax Expense			57.19			
Salaries & Wages	7,750.84	5,450.48	6,472.67	19,673.99	75,000.00	26%
Vacation & Sick Leave	<u>0.00</u>	<u>1,966.50</u>	<u>368.00</u>	<u>2,334.50</u>	<u>0.00</u>	
<b>Total Employee Expense</b>	<u>8,674.64</u>	<u>8,193.01</u>	<u>7,142.86</u>	<u>24,010.51</u>	<u>87,000.00</u>	<u>28%</u>
Equipment Rent	0.00	0.00	0.00	0.00	1,100.00	0%
Insurance	861.22	861.22	861.22	2,583.66	10,000.00	26%
License and Permits	0.00	0.00	0.00	0.00	3,000.00	0%
New Equipment Purchase	274.49	0.00	0.00	274.49	0.00	
Newsletter Expense	456.01	0.00	0.00	456.01	2,500.00	18%
Office Expense	0.00	0.00	0.00	0.00	2,000.00	0%
Postage	0.00	794.21	285.14	1,079.35	7,000.00	15%
Professional Services	6,915.68	0.00		6,915.68	65,000.00	11%
Repairs & Maintenance	99.82	0.00	255.75	355.57	30,000.00	1%
Security Service Contracts	462.00	462.00	462.00	1,386.00	6,000.00	23%
Supplies	84.62	0.00	124.31	208.93	3,000.00	7%
Taxes	1,765.03	1,744.96	54.40	3,564.39	25,400.00	14%
Telephone	54.39	74.40	281.08	409.87	2,000.00	20%
Utilities	1,669.16	0.00		1,669.16	25,000.00	7%

Vehicle Expense	349.59	0.00		349.59	6,000.00	6%
Water Testing	<u>361.00</u>	<u>100.00</u>	<u>60.00</u>	<u>521.00</u>	<u>2,000.00</u>	26%
<b>Total Expense</b>	<u>25,116.33</u>	<u>15,271.47</u>	<u>12,568.43</u>	<u>52,956.23</u>	<u>318,650.00</u>	17%
<b>Net Ordinary Income</b>	9,980.67	19,426.53	21,847.57	51,254.77	121,290.00	42%
<b>Other Income/Expense</b>						
<b>Other Income</b>						
Interest Income	0.00	0.00		0.00	800.00	0%
Miscellaneous Income	0.00	0.00		0.00	700.00	0%
Service Charges	<u>661.61</u>	<u>569.63</u>	<u>599.59</u>	<u>1,830.83</u>	<u>8,000.00</u>	23%
<b>Total Other Income</b>	661.61	569.63	599.59	1,830.83	9,500.00	19%
<b>Other Expense</b>						
Interest Expensen Well#6					3,500.00	0%
Miscellaneous Expense	<u>42.00</u>	<u>0.00</u>	<u>0.00</u>	<u>42.00</u>	<u>200.00</u>	21%
<b>Total Other Expense</b>	<u>42.00</u>	<u>0.00</u>	<u>0.00</u>	<u>42.00</u>	<u>3,700.00</u>	1%
<b>Net Other Income</b>	<u>619.61</u>	<u>569.63</u>	<u>599.59</u>	<u>1,788.83</u>	<u>5,800.00</u>	31%
<b>Net Income</b>	<u><u>10,600.28</u></u>	<u><u>19,996.16</u></u>	<u><u>22,447.16</u></u>	<u><u>53,043.60</u></u>	<u><u>127,090.00</u></u>	42%



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**January 8, 2016**

**Lake Limerick Water System January Meeting**

The general condition of the water system is good with no concerns as to system pressures or water availability to the customers.

**Well Conditions:**

Well #1 is operating normally.

Well #2 is still in stand-by and its use will only be required in extreme cases.

Wells #3A and B are operating normally.

Well #4 is operating normally.

Well #5 is off for the winter.

Well #6 is operating normally.

**Water Sampling:**

The routine samples collected in December were all satisfactory. We are collecting January's samples on the 12<sup>th</sup>.

**Water Usage:**

The leak rate was 8.1% for December with an estimated 150,000 gallons loss to leaks that were repaired. The yearly average is at 6.5%. We are hoping that January remains leak free so we can determine if everything has been fixed.

**Customer Concerns:**

We had 4 utility locates. 3 leaks were repaired (1 on a main and 2 service lateral leaks)

**Thoughts:**

The culvert project is finished ☺ (at least from the water side it is)

Steve installed a green mesh on the fence surrounding Well 3. It looks nice and does a good job of hiding what is behind.

As we move into spring I will begin the annual reports that are due to DOH (Consumer Confidence Report, Water Use Efficiency, and Annual Summary Report for Cross Connection).

Kelly Racke