

Water Committee Meeting
March 12, 2022 - 8:30 AM – NEW TIME
Location: Online by Zoom
Meeting ID: 635 641 3783, Passcode: 44150

Call to Order

Committee Members: Chair Don Bird, Treasurer Esther Springer-Johannesen, Secretary Anne Moen and Members Brandon Koch, Kelly Evans and Dan Cossano

Board Members:

Staff: Chris McMullen

Guests:

Approval of Minutes

Comments from Any Guests

Additions to Agenda from Committee and then Guests

Introduction: Chris McMullen, Water Manager

Financial Report – Esther and Don

- 1) Water System Financial Report
- 2) Accounts Payable / Receivable update
- 3) CD and money market review
- 4) Ampstun Utility Billing System upgrade
 - a. Conversion issues
 - b. Customer account access
 - c. Online report access
 - d. Ability to accept donations
- 5) Possibilities of loan or grant for Water System upgrades

Motion to approve Financial Report

Water System Manager's Report

- 1) Manager's report and consumption spreadsheet – NWS
- 2) Project status:
 - a. Flow meter installation project
 - b. Water office improvements
- 3) Maintenance status:
 - a. Well 6 well pump VFD repair/replacement
 - b. Generator maintenance
 - c. Customer meter maintenance

Correspondence

1)

Motion regarding correspondence (if any)

Old Business

- 1) Discounted water rate for low-income members
- 2) Water System Plan completion - postponed
- 3) Short and long range project plans
- 4) April Town Hall topic Water System – changed date

New Business

- 1) Analysis of changing base gallons from 5,000 to 6,000 gallons
- 2) Hydrant unbagging, marking, using status
- 3) Water Committee candidates for April

Announcements

Next meeting: April 9, 2022

Location: LLCC Inn Crow's Nest and/or Zoom

Motion to adjourn to closed session (if necessary)

Motion to return to open session

Motions from closed session

Adjourn

**LAKE LIMERICK COUNTRY CLUB -
WATER COMMITTEE MEETING**

Minutes of March 12, 2022, 8:30 am

Meeting Location: Via Zoom

Call to Order: Meeting called to order by Chairman Don Bird at 8:30am

Members Attending: Chairman Don Bird, Treasurer Esther Springer-Johannesen, Secretary Anne Moen and members, Kelly Evans, Dan Cossano

Board of Directors Attending: Steve Saylor, John Ingemi, Dean Dyson

Employees Attending: Chris McMullen

Contractors Attending: None

Guests: Pat Paradise 04-175

Approval of Minutes:

- Last month's meeting packet is being amended with the corrected water consumption data for the January Water Manager's Report.

Motion made by Kelly Evans, seconded by Esther Springer-Johannesen, and carried with no nays to approve the minutes as amended for February 12, 2022.

Comments from any Board members:

- Dean Dyson would like clarification on if the Water Committee used Northwest Water's guidelines for rate structure from their report three years ago when increasing rates.

Comments from any Guests: None

Additions to Agenda:

- Welcome to Chris McMullen (new water manager) and introduction of members and guest.
- Move to closed session at the end of the meeting to discuss personnel items.

Financial Report: Esther Springer-Johannesen & Don

- 1) Water System Financial Report - *See attached Actual Budget February 2022*
 - a. There was an increase in salaries budget due to a final employee settlement.
 - b. There was a decline in professional fees but expect to see that trend back up as we have hired a water manager.
 - c. Fuel – Water is still using Bayshore to fuel up the truck. The water committee will continue to operate this way until an accountability system is in place to hold departments accountable for fuel fill ups.

Motion made by Esther Springer-Johannesen that the board of directors install a fuel accountability system, seconded by Kelly Evans, and carried out with no nays.

2) Accounts Payable / Receivable update - *See attached Water Cash Accounts February 2022*

- a. A new system for running reports is up and running, February reports were our first ran by the system. Esther Springer-Johannesen will be working with Joanna to receive guidance on running future reports as needed.

3) CD and Money Market Review - *See attached Edward Jones Summary February 2022*

- a. Four pending purchases in the money market account.
- b. Esther will continue to work with Scott from Edward Jones to figure out what CDs to purchase.
- c. Esther will work with Shauna to transfer money and keep our bank accounts below the FDIC insurance limit.

4) Ampstun Utility Billing System upgrade –

- a. Conversion issues – Esther and office staff continue to work on converting data over to the new online system.
- b. Customer account access – Members will have access to their billing summaries, user friendly compared to old system, and an increase in historical data.
- c. Online report access – Has the ability to send out messages to all members or individual groups as needed (ex: boil water notice, etc.). Possibility in the future of using it for the HOA.
- d. Ability to accept donations – The system has the function to round up in effort to help those having a difficult time paying their bill. Esther will meet with Rich (CPA) to get guidance on donation details before moving forward with this option.

5) Possibilities of loan or grant for Water System upgrades – On hold.

Motion made by Kelly Evans to approve Financial Report, seconded by Dan Cossano, and carried with no nays.

Water System Manager's Report: Don Bird

1) Mangers Report & Consumption Spreadsheet – *See attached March 2022 Manager's report (referencing for February 2022) & LLWS Spreadsheet*

- a. Well #2 has wiring issues, this will be one of Chris's projects to address.
- b. Water usage:
 - ✓ 3,431,00 gallons pumped
 - ✓ 3,260,076 gallons accounted for
 - ✓ 171,024 gallons net loss
 - ✓ 5.0% Loss

- 2) Project status:
 - a. Flow Meter Installation Project: Meters to be installed by KCL next week.
 - b. Water office improvements – No updates currently. Water committee still plans to push forward for an improved staff workspace.

- 3) Maintenance Status:
 - a. Well #6 well pump VFD repair/replacement – Replacement of the VFD was successful and the well is back online. It is having a couple issues but not prohibiting it from accurately working.
 - b. Generator maintenance – Mike is working with Legacy to evaluate wells #3 & #6, #3 will need a new meter and #6 will need a new battery. We have a contract with Legacy, but Mike will still get a quote for repairs.
 - c. Customer meter maintenance – One batch of customers meter will not report when meter readings are being conducted. General Pacific will need to work on repairs, possibly a new system software.
 - d. Chris will touch base with Department of Health (DOH) for current backflow device testing requirements.

Correspondence: None currently.

Old Business:

- 1) Discount Water Rates for low-income members: - Esther to work with CPA.
- 2) Water System Plan Completion – Postponed until Chris has had more time in position.
- 3) Short & long range project plans - Postponed until Chris has had more time in position.
- 4) April Town Hall topic Water System – Date has changed from March to April.

New Business:

- 1) Analysis of changing base gallons from 5,000 to 6,000 gallons – Esther is working on this and will work with Joanna (Ampstun billing software vendor employee) to make sure data is accurate that she is gathering. Steve has asked that she evaluate 4,000 to 6,000 gallons also.
- 2) Hydrant unbagging, marking, using status – Esther is collaborating with Mason County Fire for proper guidance on removing black garbage bags and painting hydrants for identification.
- 3) Water Committee candidates for April – two or three applications currently.
- 4) Dean Dyson would like clarification on if the Water Committee used Northwest Water's guidelines for rate structure from their report three years ago when increasing rates. – Don explained reasonings for the increase of rate beyond what was mentioned in the study. Main reason being that the water infrastructure needs improvements and those were not mentioned at the time of the report. Additionally due to COVID, a phased approach would not have been able to be implemented.
- 5) New meters on wells to read electronically – Postponed until Chris has had more time in position.

6) Inventory- Esther addressed needing to have an accurate inventory done, the reserve study, the IRS and Mason County all require accurate lists. Possibly using a barcode scanner to help keep the list updated.

7) Bookkeeper – The water committee recommends that the board employ a fulltime bookkeeper due to the financial data required to efficiently support the water system.

Motion made by Kelly Evans to recommend a fulltime bookkeeper, seconded by Esther Springer-Johannesen, and carried with no nays.

Motion to adjourn to closed session:

Motion made by Esther Springer-Johannesen to move to closed session to discuss personnel items, seconded by Kelly Evans, and carried with no nays.

Motion to return to open session:

Motion made by Kelly Evans to move to open session, seconded Esther Springer-Johannesen, and carried with no nays.

Motions from closed session:

No motions made during closed session.

Announcements:

Next meeting: April 9, 2022, 8:30

Location: LLC Inn Crow's Nest and/or Zoom

Adjourn:

Motion made by Kelly Evans to adjourn the meeting, seconded by Esther Springer-Johannesen, and carried with no nays.

Motions For the Board

- *Motion made by Kelly Evans, seconded by Esther Springer-Johannesen, and carried with no nays to approve the minutes as amended for February 12, 2022.*
- *Motion made by Esther Springer-Johannesen that the board of directors install a fuel accountability system, seconded by Kelly Evans, and carried out with no nays.*
- *Motion made by Kelly Evans to approve Financial Report, seconded by Dan Cossano, and carried with no nays.*
- *Motion made by Kelly Evans to request a fulltime bookkeeper, seconded by Esther Springer-Johannesen, and carried with no nays.*
- *Motion made by Esther Springer-Johannesen to move to closed session to discuss personnel items, seconded by Kelly Evans, and carried with no nays.*

- *Motion made by Kelly Evans to move to open session, seconded Esther Springer-Johannesen, and carried with no nays.*
- *Motion made by Kelly Evans to adjourn the meeting, seconded by Esther Springer-Johannesen, and carried with no nays.*

Lake Limerick Water Systems
BUDGET TO ACTUAL
Month Ended February 28, 2022

Variance	Month Budget	Month Actual		Year to Date Actual	Year to Date Budget	Variance	2022 Budget	% of Budget
			Revenue					41.7%
(7,665)	67,800	60,135	Gross Revenue Water	273,468	333,400	(59,932)	855,735	32.0%
0	0	0	Meter Insatallation	0	0	0	0.00	
10,984	-	10,984	Reserves	53,699	-	53,699	-	
8	-	8	Miscellaneous Income	13	-	13	-	
(5,592)	-	(5,592)	Refunds	(6,337)	-	(6,337)	-	
(2,265)	67,800	65,535	Total Revenue	320,842	333,400	(12,558)	855,735	37.5%
			Operating Expenses					
(42)	700	658	Fuel/Gas Expense	1,896	3,900	(2,004)	11,800.00	16.1%
(300)	300	0	Auto Repair & Maintenance	0	1,600	(1,600)	4,000.00	0.0%
(6)	70	64	Bank Service Charges_	326	390	(3,200)	900	36.2%
(923)	1,100	177	Computer and Internet Expenses	1,180	4,300	(3,120)	12,000	9.8%
0	0	0	Dues & Subscriptions	925	2,200	(1,275)	3,000	30.9%
(165)	270	105	401k	1,130	1,420	(290)	3,500	32.3%
(789)	800	11	New Hire Expense	11	800	(789)	800	1.4%
(250)	250	0	Education & Training	431	1,250	(819)	3,000	14.4%
(100)	100	0	Employee Expense other	-	500	(500)	1,200	0.0%
54,317	12,680	66,997	Salaries & Wages	115,404	67,840	47,564	164,850	70.0%
5,045	1,490	6,535	Payroll Expenses	10,876	7,940	2,936	19,300	56.4%
(230)	250	20	Payroll Tax Expense	(651)	1,320	(1,971)	3,200	-20.3%
(650)	650	0	Equipment Rental	425	3,250	(2,825)	7,800	5.5%
132	680	812	General Liability Expense	6,652	5,920	732	12,900	51.6%
(823)	1,300	477	Health Insurance	4,088	5,900	(1,812)	15,000	27.3%
(60)	60	0	Interest Expense	1,087	1,160	(73)	1,160	93.7%
(750)	750	0	Legal Expenses	-	3,750	(3,750)	9,000	0.0%
(200)	200	0	License & Permits	1,815	1,200	615	3,000	60.5%
(60)	60	0	Meals and Entertainment	0	300	(300)	800	0.0%
108	600	708	Merchant Account Charges	3,587	2,920	667	7,500	47.8%
0	0	0	NSF Check Fees Returned Items	54	40	14	100	53.5%
27	20	47	Office Supplies	348	560	(212)	1,100	31.7%
11	60	71	Office Expense	214	410	(196)	2,700	7.9%
0	0	0	Postage and Delivery	790	2,080	(1,290)	5,200	15.2%
(8,173)	12,000	3,827	Professional Fees	8,666	60,000	(51,334)	145,500	6.0%
(2,297)	4,800	2,503	Repairs and Maintenance	10,502	24,000	(13,498)	58,000	18.1%
(400)	400	0	Tree Felling / Trimming	-	2,000	(2,000)	5,000	0.0%
(259)	300	41	Small Tools and Equipment	1,211	1,300	(89)	3,200	37.8%
(600)	600	0	Supplies	4,434	3,000	1,434	7,500	59.1%
502	2,340	2,842	Taxes - Public Utility	13,282	12,295	987	32,845	40.4%
(93)	300	207	Telephone Expense	1,342	1,500	(158)	3,600	37.3%
(200)	200	0	Travel Expense	6	1,000	(994)	2,500	0.3%
(100)	100	0	Uniforms	163	400	(237)	1,000	16.3%
(343)	2,200	1,857	Utilities	8,872	11,000	(2,128)	26,400	33.6%
(354)	400	46	Water Testing	253	2,100	(1,847)	5,000	5.1%
41,976	46,030	88,006	Total Operating Expenses	199,318	239,545	(40,227)	584,355	34.1%
(44,241)	21,770	(22,471)	Operating Income (Loss)	121,524	93,855	27,669	271,380	44.8%
(196)	200	4	Interest Income	80	1,000	(920)	2,400	3.3%
(44,438)	21,970	(22,468)	Net Income (Loss)	121,604	94,855	26,749	273,780	44.4%
		(10,984)	Main Line and Well Capacity Reserves	(53,699)	-	-	-	
		(33,452)		67,905	94,855	-	273,780	
			Well #6 Loan Repayment	(18,123)	(18,100)	-	(18,100)	
				49,783	76,755	-	255,680	

CASH ACCOUNTS

February 2022

Location	Type	Name	Balance	Operating	Savings	Reserve
WATER						
Heritage	Checking-8837	Water Operating	\$ 175,274.91	\$ 175,274.91		
	Money Market-8953	Water Mainline	\$ 80,008.44			\$ 80,008.44
	Money Market-8945	Well #6 Reserves	\$ 17,166.38			\$ 17,166.38
OCCU	Checking-0216S50	Water Committee	\$ 76,655.71	\$ 76,655.71		
	Savings-0216S7	Water Committee	\$ 102,376.02		\$ 102,376.02	
Edward Jones #11177	various length investments	LLWS Mainline Reserve	\$ 484,563.24			\$ 484,563.24
Edward Jones #20044	various length investments	LLWS Capacity Reserve	\$ 298,873.76			\$ 298,873.76
Heritage Bank			\$ 272,449.73			
OCCU			\$ 179,031.73			
Edward Jones			\$ 783,437.00			
			\$ 1,234,918.46			
Total Water			\$ 1,234,918.46	\$ 251,930.62	\$ 102,376.02	\$ 880,611.82
						\$ 1,234,918.46
Upcoming Accounts Payable			\$20,949.37			

LAKE LIMERICK WATER SYSTEM

AR

As Of Period Ending 2/28/2022

Cycle: (All)

Sorted By: Account Number

Subtotaled By: Transaction Type

Unfinalized transactions exist. Changes to these transactions may alter this report.

	Current	30 days	60 days	90+ days	Balance
ADJUSTMENT ADJ Totals	340.50	90.00	0.00	-124.25	306.25
CUSTOMER SERVICE FEE ADJ Totals	0.00	0.00	0.00	2.50	2.50
EXCESS-USE ADJ Totals	0.00	0.00	0.00	270.00	270.00
MISC - MTR ADJ Totals	-35.18	0.00	0.00	18.00	-17.18
MLRR Totals	2,540.41	1,045.83	661.30	2,950.49	7,198.03
MLRR Payment Totals	-326.08	0.00	0.00	0.00	-326.08
WAT-ADJUSTMENT ADJ Totals	52.50	0.00	0.00	0.00	52.50
WATER USE Totals	19,417.61	7,804.82	4,866.19	14,573.75	46,662.37
Water Use Late Fee Totals	0.00	0.00	0.00	53.53	53.53
WATER USE Payment Totals	-9,167.09	-6,732.35	-2,072.19	-3,737.83	-21,709.46
WCR Totals	1,512.70	617.97	394.08	1,756.19	4,280.94
WCR Adjustment ADJ Totals	-8.00	0.00	0.00	0.00	-8.00
WCR Payment Totals	-195.65	0.00	0.00	0.00	-195.65
Grand Total	14,131.72	2,826.27	3,849.38	15,762.38	36,569.75
Grand Total Counts	643	260	157	150	712



Lake Limerick Water

Manager's Report March 10th, 2022 (Referencing for February 2022)

March 10, 2022

The condition of the water system is generally good, with reliable water availability to the customers.

All Well sites are up and running appropriately.

SCADA is regularly monitored and operated throughout the 24 hour period.

Well Conditions:

- ✚ Well #1 is operating "normally."
- ✚ Well #2 Offline
- ✚ Wells #3A/3B are operating "normally"
- ✚ Well #4 is operating "normally."
- ✚ Well #5 is operating "normally."
- ✚ Well #6 is operating "normally."

Water Usage:

3,431,100 gallons were pumped.

3,260,076 gallons were metered and accounted for. (Further data analysis will be needed)

171,024 gallons net loss

5.0% Loss

Customer Concerns/Locates:

LLWS had 20 regular locates.

1 customer inquiry for a meter install

Water Sampling:

LLWS performed regularly scheduled water sampling for the month of February and all were satisfactory.

Other items:

Flow Meter Installation Project: Mike has spoken with KCL, there are a few parts necessary to acquire and when they have them a date for install will be given.

Well #6 – The drive has been replaced successfully. The reservoir was partially drained and filled with fresh water from the well. An investigative sample was collected with a satisfactory result, and the system is back online.

BFA Testing – Historically BacFlo Pro's has done the testing. Last year, all assemblies should have been tested based on the 3 year cycle. Were they? I also understand that the former water manager had an issue with the company, and no longer wished to contract them for this service. Ultimately this is the Committee's decision. Please advise.

WATER CONSUMPTION REPORT - 2022

WATER VOLUME ENTERING DISTRIBUTION SYSTEM

1 A. Total Volume Produced	Jan-22	Feb-22	Mar-22	Apr-22	May-22	June-22	July-22	Aug-22	Sept-22	Oct-22	Nov-22	Dec-22	Totals
Total Volume Produced Well #1	121,500	0											121,500
Total Volume Produced Well #2	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Volume Produced Well #3a	623,800	924,800											1,548,600
Total Volume Produced Well #3b	822,000	1,221,100											2,043,100
Total Volume Produced Well #4	1,620,400	1,285,400											2,805,800
Total Volume Produced Well #5	570,800	0											570,800
Total Volume Produced Well #6	0												0
1 B. Total Volume Purchased	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
1. Total Water Produced All Sources:	3,668,400	3,431,100	0	7,089,500									

TOTAL VOLUME CONSUMED

2 A. Water Volume Metered (Billed and Unbilled)	3,334,678	3,260,076											6,594,754
2 C. Estimated Authorized Uses (may be billed or unbilled)													0
Utility Flushing and Tank Cleaning													0
Firefighting and Training													0
Tank Level Difference													
Other: Well flush													
Distribution storage - Allowed													
2. Total Authorized Consumption	3,334,678	3,260,076	0	6,594,754									

Total Volume DSL

Total Volume DSL	323,722	171,824	0	0	0	0	0	0	0	0	0	0	494,746
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Percent DSL

Percent DSL	8.8%	5.0%											
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Year to Date Total DSL:

Year to Date Total DSL:	7.0%	Compliance with leakage standard is based on a 3-year average from last three submitted years	11.9%
		Next years 3 year average based on	6.6%

Water Rights Data

Water Rights Data	Right (acft/yr)		Total	Acro-feet used	%Water right used	WR allocated (AFY)	WR allocated (%)	MFR (G) GPM
	AFY (G)	% of total						
5586-A (G2-08049) AHA-974 S05 Well #1	117	16.7%	121,500	0.4	0.3%	0.4	0.1%	100
5587-A AHA-978 S02 Well #2	186	0.0%	0	0.0	0.0%	1.8	0.3%	200
5888-A (G2-08834) AHA-976 S03 Well #3A	84	12.0%	1,548,600	4.8	5.7%	4.8	0.7%	100
APP G2-29483 AHA-975 S06 Well #3B	254	36.3%	2,043,100	6.3	2.6%		0.9%	210
7012-A (G2-09889) AHA-973 S04 Well #4	78	11.3%	2,805,800	8.6	10.9%	8.6	1.2%	100
G2-27215 AHA-977 S07 Well #5*	152	15.0%	570,600	1.8	1.2%		0.9%	190
G2-27443 S08 Well #6*	160	15.8%	0	0.0	0.0%		0.9%	200
Total AFY without supplementals	700	107.1%	7,089,500	21.8	3.1%	15.5	2.2%	710
Total*	1,012							1100

Electrical Usage in KWh

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sept-22	Oct-22	Nov-22	Dec-22	Total
Well #1	1,217	903											2,120
Well #2	458	914											1,370
Well #3	4,276	5,817											10,093
Well #4	4,000	3,462											7,462
Well #5	1,359	427											1,826
Well #6	1,103	1,174											2,277
total:	12,451	12,697	0	0	0	0	0	0	0	0	0	0	25,148

Gallons Per KWh

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sept-22	Oct-22	Nov-22	Dec-22	Gal/Kwh YTD
Well #1	100	0											50
Well #2	0	0											0
Well #3	338	369											354
Well #4	380	371											376
Well #5	408	0											204
Well #6	0	0											0
total:	294	270											282

Historical Data

	Pumped	Sold	Loss
2010	69,790,309	66,940,309	4.2%
2011	60,958,892	58,483,665	7.3%
2012	57,963,886	54,775,299	5.5%
2013	56,859,553	54,275,297	4.5%
2014	62,649,611	60,973,228	2.7%
2015	66,109,416	61,749,171	6.6%
2016	65,784,811	62,157,037	6.9%
2017	64,963,044	62,010,322	4.5%
2018	67,149,235	64,162,480	4.4%
2019	79,119,500	61,189,708	22.7%
2020	71,162,988	66,090,958	8.5%
2021	66,707,700	63,814,800	4.3%
2022	7,089,500	6,594,754	7.0%
2023	7,089,500	6,594,754	7.0%
2024	7,089,500	6,594,754	7.0%
2025	7,089,500	6,594,754	7.0%

Updated March 7, 2019 per Water Use Efficiency Guide Book Third Edition (Jan. 2017) per WSDOH Division of Environmental Health Office of Drinking Water Pub. DOH 331-375

Distribution System Leakage Notes: All Repaired 1. 4" AC, Clonakilly, and Road of Tralee 2. (2019) 60 Errigal 4" AC. 3. (2019) Angus Ct 4" AC. 4. (2019) 2224 St. Andrews 4" AC. 5. (2020) 170 Sleaford 47" AC. 6. (2020) 370 Penzance 4" AC. 7. (2020) 2340 St. Andrews 4" AC. 8. (2020) 201 Balmoral 4" AC. 9. (2021) Shamerock 4", 10. (2021) Angus Ct 4", 11. (2021) Dartmoore 4" 12. (2021) Glamis Ct 4" 13. (2021) Dartmoore 4"