

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

Minutes of August 13, 8:30 am

Meeting Location: Online by Zoom for Committee & Community Members

Call to Order: Meeting called to order by Chairman Kelly Evans.

Members Attending: Chairman Kelly Evans, Secretary Anne Moen, Treasurer Don Bird, and Members Dan Cossano. Bruce Bronson, and Wally Montz excused

Board Members: John Ingemi, Esther Springer-Johannesen (Treasurer Support)

Employees Attending: Water System Manager Chris McMullen & CAM- Roger Milliman

Guests: No Guests

Approval of Minutes – July with the following edits:

- Water Actual for June has been edited and updated. Anne to ask office staff to update the packet posted to the website.
- Motion to the board asking to approve test equipment for non-line of site radio removed by Kelly Evans due to parts availability for.

**Motion made by Don Bird to approve July's minutes as amended, seconded Anne Moen, and carried with no nays.*

Comments from Board members:

- Roger (CAM report)
 - Central Mason Fire #5 is planning on purchasing lot #82 in Division 2 for possible future expansion with no current plans to developed. A private party is selling lot, not Lake Limerick.
 - A surveyor has been contracted to determine the Shop boundaries for the potential of correctly positioning a structure for employee offices.
 - Lastly, our insurance company and legal counsel are being contacted to provide advice on LLCC's liability for either providing or not providing fire protection.

Additions to Agenda: Kelly let the committee know what a great job they did at the Town Hall and the great feedback he has received.

Financial Report:

1) Water System Financial Report - See attached Budget to Actual for Month Ended July 2022

- Net income for July 2022 \$45,563, bringing our year-to-date net income to \$175,000 (\$301,520 – \$108,754 Reserves – \$18,000 Well 6 loan payment).
- Month end revenue is still under budget but starting to see an increase of water use with the warmer weather.
- Expense all within normal range.

2) Accounts Payable / Receivable update –

- 187 accounts over 90 days late \$38,350.
 - Office staff is working with members to get accounts over 90 days caught up.

3) Cash Accounts, CD & Money Market Review: See attached Water Cash Accounts for Month ended July 2022

- Total cash was \$1,425,380.30 which includes reserves of \$937,861.73.
- Connie will give Don guidance once new savings account at Edward Jones is opened in regard to transfer of funds (HOA & Water) between accounts and staying under \$250,000 for FDIC.
- Edward Jones is still in the process of setting up new account.
- Partial monies in the OCCU checking account will be moved into an interest-bearing account.

4) Ampstun Utility Billing System upgrade –

- Meter reading updates – Meter reading results are going well.
- HOA member access – After budgets are approved, this task will move up the priority list. Additionally, looking at the possibility of adding HOA to Water billing in the system.
- Discussion of separating commercial and residential accounts.

**Motion made by Dan Cossano to approve the July financials, seconded by Anne Moen, and carried with no nays.*

Water System Manager's Report: Chris McMullen

1) Mangers Report & Consumption Spreadsheet – See attached August 2022 Manager's (July's data) written report not available at this time but data is as follows:

- 8,075,500 gallons pumped
- 35,500 gallons accounted for fire hydrant flow testing
- 8,104,366 gallons accounted for
 - Source well meters are not registering correctly, causing inaccuracies in readings.
- Well #6 SCADA had an issue, repaired.
- Quote received for F350 door repair.

2) Project Status:

- **Well #2 project:**
 - Still working on obtaining quotes for all upgrades to Well #2.

- Legacy has given a quote to remove and dispose of generator to standards for approximately \$3510.00 plus tax.
- **Well Evaluation:** Warm weather is the best time to have an accurate evaluation done. Chris will get updated bids from contractors to perform the work next summer (2023) and touch base with Northwest Water Services.

**Motion made by Don Bird to accept Legacy bid; project is not to exceed \$5,000.00 to remove the generator at well #2. Seconded by Dan Cossano and carried with no nays.*

3) Maintenance status:

- **Customer meter maintenance-** 14 regular locates and one emergency.
- **System leaks and repairs-** Well #5 leak has been repaired. During repair, Chris noticed the pipe is 4" not 6". Chris will update RH2 with his findings for hydraulic analysis.
- **Source meters** – Two new flow meters and seven source meters are in the budget to be replaced in house by Chris.

4) Water Sample testing

- Required water samples all within normal range.

5) Water sample station installation

- Water sample station supplies are on back order at this time, Chris has been assured he will receive quoted price when they come in. Parts are expected to here before the end of the 2022 budget cycle (September 31).

6) Security Camera – Regrouping, parts for non-line of site not available.

Correspondence from Members:

- 1) **Forgiveness:** Rujirek K Zamora resident at 100813 10 E Shetland Rd is requesting a one-time forgiveness of \$220.50 (\$270.50– \$50 base). The rental home had a water leak and has been repaired.

** Motion made by Don Bird to grant a onetime forgiveness of \$220.50 to Rujirek Zamora at 100813 10 E Shetland because of a water leak and is now repaired. Seconded by Dan Cossano and carried with no nays.*

Unfinished Business:

- 1) **Water System Plan Completion-** Don will create a subcommittee to review comments from committee members. Committee will send out final to members for electronic votes.
- 2) **Short- & long-range project plans** – Water committee will plan on having a working meeting in the fall.
- 3) **Hydrant issues** – A sample of hydrants have been tested and data sent to RH2 for analysis. Chris will work with RH2 on specifics and verification of what hydrants may be used for fire suppression.
- 4) **Review/addition of miscellaneous fees including collection costs-**

- New meter installation fee is in effect (\$3,000.00).
- Water committee will put together a miscellaneous fee schedule soon.

5) **Ampstun late fee programming:** No updates this month.

6) **Future grant and/or loans update:** No updates this month

7) **2022 -2023 Budget Review & Approval** – Esther updated the budget with latest numbers and sent out for review.

- **Capital Project** – Water committee is in agreement a backhoe or excavator with proper trailer for hauling it is an asset to the utility.

***Motion made by Dan Cossano to approve the revision 10 operating budget and revision 6 capital budget. Don Bird seconded and carried with no nays.**

New Business:

1) **Committee Roles and Responsibilities** –

a. **Planning subcommittee** – Dan will work with Chris on putting this together.

b. **Budget Planning for 2023 – 2024** – Next cycle year we need to be working on the budget continually throughout the year.

2) **Draft Hydrant Update** – Committee reviewed and discussed Kelly’s draft to members on the status of the fire hydrants and next steps. The draft will be reviewed by the CAM, John and Central Fire #5 before going to the members.

3) **Water Manager Updated Computer** – Chris’s laptop is out of date and not efficient for performing his job duties. Chris will work with Don to purchase a computer that will be efficient for job duties.

***Motion made by Don Bird to upgrade the water Department laptop capable of operating Microsoft Suite, AutoCAD and any other programs necessary. Seconded by Dan Cossano and carried with no nays.**

Announcements:

Next meeting: September 10, 2022, 8:30 AM

Location: Zoom for committee members and guests

Motion to adjourn to closed session if needed: Motion made by Don Bird to move to a closed session, seconded by Anne Moen, carried with no nays.

- ✓ Personnel
- ✓ Legal Concerns

Motion to return to open session: Motion made by Don Bird to return to open session, seconded by Anne Moen and carried with no nays.

- No motions were made during the closed session.

Adjourn:

Motion made by Dan Cossano to adjourn the meeting, seconded by Don Bird, and carried with no nays.

Motions for the Board

- ****Motion made by Don Bird to accept Legacy's bid; project is not to exceed \$5,000.00 to correctly remove the generator at well #2. Seconded by Dan Cossano and carried with no nays.***

- ***Motion made by Don Bird to grant a onetime forgiveness of \$220.50 to Rujirek Zamora at 100813 10 E Shetland because of a water leak and is repaired. Seconded by Dan Cossano and carried with no nays.***

- ***Motion made by Dan Cossano to approve the revision 10 operating budget and revision 6 capital budget. Don Bird seconded and carried with no nays.***

- ***Motion made by Don Bird to upgrade the water Department laptop capable of operating Microsoft Suite, AutoCAD and any other programs necessary. Seconded by Dan Cossano and carried with no nays.***

LAKE LIMERICK WATER SYSTEM

AR

As Of Period Ending 8/7/2022

Cycle: 1

Sorted By: Account Number

Subtotaled By: Category, Transaction Type, Route

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

	7/8/2022 - 8/7/2022	6/8/2022 - 7/7/2022	5/8/2022 - 6/7/2022	5/7/2022 - Older	Balance
Adjustment					
ADJUSTMENT ADJ Totals	0.00	0.00	0.00	24.50	24.50
EXCESS-USE ADJ Totals	0.00	0.00	0.00	270.00	270.00
MISC - MTR ADJ Totals	50.00	0.00	148.00	18.00	216.00
WAT-ADJUSTMENT ADJ Totals	0.00	0.00	0.00	50.00	50.00
Adjustment Totals	50.00	0.00	148.00	362.50	560.50
Adjustment Number of Accounts	1	0	1	4	6
Charge					
MLRR Totals	5,820.97	1,655.91	1,069.06	5,032.59	13,578.53
WATER USE Totals	59,817.51	12,844.14	7,520.54	30,302.98	110,485.17
WCR Totals	3,494.44	993.57	641.43	3,014.54	8,143.98
Charge Totals	69,132.92	15,493.62	9,231.03	38,350.11	132,207.68
Charge Number of Accounts	1,231	363	228	187	1,232
Late Fee					
Water Use Late Fee Totals	0.00	0.00	0.00	53.53	53.53
Late Fee Totals	0.00	0.00	0.00	53.53	53.53
Late Fee Number of Accounts	0	0	0	1	1
Overpayment					
MISC - MTR ADJ Totals	-603.50	0.00	0.00	-6.00	-609.50
MLRR Adjustment ADJ Totals	0.00	0.00	0.00	-28.35	-28.35
MLRR Payment Totals	-238.88	-86.77	-209.97	-530.69	-1,066.31
WATER USE Payment Totals	-2,135.90	-1,545.02	-2,101.56	-8,401.89	-14,184.37
WCR Adjustment ADJ Totals	0.00	0.00	0.00	-8.00	-8.00
WCR Payment Totals	-143.33	-52.07	-125.99	-318.42	-639.81
Overpayment Totals	-3,121.61	-1,683.86	-2,437.52	-9,293.35	-16,536.34
Overpayment Number of Accounts	57	34	27	62	136
Grand Total	66,061.31	13,809.76	6,941.51	29,472.79	116,285.37
Grand Total Counts	1,270	390	253	223	1,300

Lake Limerick Water Systems

BUDGET TO ACTUAL

Month Ended July 31, 2022

Variance	Month Budget	Month Actual		Year to Date Actual	Year to Date Budget	Variance	2022 Budget	% of Budget
			Revenue					83.3%
(14,400)	85,555	71,155	Gross Revenue Water	568,150	699,075	(130,925)	855,735	66.4%
640	0	640	Meter Insatallation	5,335	0	5,335	0.00	
11,000	-	11,000	Reserves	108,754	-	108,754	-	
-	-	-	Miscellaneous Income	13	-	13	-	
-	-	-	Refunds	(6,587)	-	(6,587)	-	
(2,760)	85,555	82,795	Total Revenue	675,664	699,075	(23,411)	855,735	79.0%
			Operating Expenses					
1,227	-	1,227	Bad Debt	1,610	-	1,610	-	
(22)	1,000	978	Fuel/Gas Expense	7,058	9,200	(2,142)	11,800.00	59.8%
(350)	350	0	Auto Repair & Maintenance	0	3,250	(3,250)	4,000.00	0.0%
(29)	70	41	Bank Service Charges_	579	740	3,200	900	64.3%
477	1,100	1,577	Computer and Internet Expenses	5,024	9,800	(4,776)	12,000	41.9%
(200)	200	0	Dues & Subscriptions	2,341	2,700	(359)	3,000	78.0%
(204)	300	96	401k	1,745	2,910	(1,165)	3,500	49.9%
0	0	0	New Hire Expense	11	800	(789)	800	1.4%
350	250	600	Education & Training	2,073	2,500	(427)	3,000	69.1%
(100)	100	0	Employee Expense other	0	1,000	(1,000)	1,200	0.0%
474	13,950	14,424	Salaries & Wages	187,530	137,590	49,940	164,850	113.8%
(270)	1,640	1,370	Payroll Expenses	17,803	16,100	1,703	19,300	92.2%
(266)	270	4	Payroll Tax Expense	117	2,670	(2,553)	3,200	3.7%
(650)	650	0	Equipment Rental	425	6,500	(6,075)	7,800	5.5%
(680)	680	0	General Liability Expense	8,632	9,320	(688)	12,900	66.9%
(513)	1,300	787	Health Insurance	6,193	12,400	(6,207)	15,000	41.3%
0	0	0	Interest Expense	1,087	1,160	(73)	1,160	93.7%
(750)	750	0	Legal Expenses	0	7,500	(7,500)	9,000	0.0%
(181)	300	119	License & Permits	1,934	2,500	(566)	3,000	64.5%
(70)	70	0	Meals and Entertainment	68	610	(542)	800	8.5%
(600)	600	0	Merchant Account Charges	7,365	6,160	1,205	7,500	98.2%
0	0	0	NSF Check Fees Returned Items	54	80	(27)	100	53.5%
(61)	70	9	Office Supplies	403	960	(557)	1,100	36.6%
(1,800)	1,800	0	Office Expense	287	2,600	(2,313)	2,700	10.6%
0	0	0	Postage and Delivery	790	4,160	(3,370)	5,200	15.2%
(11,023)	12,500	1,477	Professional Fees	22,952	121,000	(98,048)	145,500	15.8%
516	4,900	5,416	Repairs and Maintenance	33,414	48,300	(14,886)	58,000	57.6%
(500)	500	0	Tree Felling / Trimming	0	4,100	(4,100)	5,000	0.0%
(250)	250	0	Small Tools and Equipment	2,047	2,650	(603)	3,200	64.0%
3,296	650	3,946	Supplies	12,080	6,200	5,880	7,500	161.1%
(496)	3,400	2,904	Taxes - Public Utility	28,301	25,975	2,326	32,845	86.2%
(44)	300	256	Telephone Expense	2,231	3,000	(769)	3,600	62.0%
(200)	200	0	Travel Expense	6	2,000	(1,994)	2,500	0.3%
(100)	100	0	Uniforms	453	800	(347)	1,000	45.3%
(185)	2,200	2,015	Utilities	19,149	22,000	(2,851)	26,400	72.5%
(400)	400	0	Water Testing	560	4,150	(3,590)	5,000	11.2%
(13,602)	50,850	37,248	Total Operating Expenses	374,323	483,385	(109,062)	584,355	64.1%
10,842	34,705	45,547	Operating Income (Loss)	301,341	215,690	85,651	271,380	111.0%
(184)	200	16	Interest Income	179	1,800	(1,621)	2,400	7.4%
10,658	34,905	45,563	Net Income (Loss)	301,520	217,490	84,030	273,780	110.1%

CASH ACCOUNTS

July 2022

Location	Type	Name	Balance	Operating	Savings	Reserve
<u>WATER</u>						
Heritage	Checking-8937	Water Operating	\$ 308,398.04	\$ 308,398.04		
	Money Market-8953	Water Mainline	\$ 15,003.99			\$ 15,003.99
	Money Market-8945	Well #6 Reserves	\$ 15,002.18			\$ 15,002.18
OCCU	Checking-0216S50	Water Committee	\$ 76,693.72	\$ 76,693.72		
	Savings-0216S7	Water Committee	\$ 102,426.81		\$ 102,426.81	
Edward Jones #11177	various length investments	LLWS Mainline Reserve	\$ 585,185.52			\$ 585,185.52
Edward Jones #20044	various length investments	LLWS Capacity Reserve	\$ 322,670.04			\$ 322,670.04
Upcoming Accounts Payable			\$70,822.00			
Total Water			\$ 1,425,380.30	\$ 385,091.76	\$ 102,426.81	\$ 937,861.73