

**Minutes** of October 8, 2022, 8:30 am

**Meeting Location:** Online by Zoom for Committee & Community Members

**Call to Order:** Meeting called to order by Treasurer Don Bird.

**Members Attending:** Chairman Kelly Evans (Excused), Secretary Anne Moen, Members - Sue Hearron, Wally Montz and Dan Cossano.

**Board Members:** John Ingemi, Pat Paradise, and Stevan Saylor.

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

**Guests:** Dean Dyson 02-200, Dan Bussler 05/092, and Rob Koenig 03/152

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APPROVAL OF MINUTES –OCTOBER:

*\*Motion made by Wally Montz to approve August's minutes, seconded Don bird, and carried with no nays.*

COMMENTS FROM THE ACTING CHAIR:

- Officially welcome Sue to the water committee! Looking forward to her bringing a great skillset to our committee.
- Update on the Lake Limerick BOD member changes.
- New fiscal year beginning October 1, 2022. Newly approved (2-1) water budget is in effect.
- With Rhonda Hunt's hard work, the Accounts Receivable is much lower, THANK YOU!
- Excavator purchase is still on the budget plan pending rental cost data.

COMMENTS FROM BOARD MEMBERS:

**Roger (CAM report)**

- A terrific job by Rhonda Hunt for the September Water collection results. As of end of August, 85 accounts were at 90+ days past owed of which 65 are metered and 20 non-metered. Sixty-five letters were mailed on September 3 owing a total of \$33,589.79. As of October 7, \$27,649.79 had been paid or agreed to pay with a payment plan resulting in a balance owed \$5,940.00. One meter was locked out. The same process for 90+ days non-payment will be followed going forward.

- Lake Limerick’s communications company HCC informs our new phone system has been completely delivered. We need to decide how we want Members to report water outages during non-business hours Monday – Friday and weekends. Questions include:
  1. Water office number listed in the calling tree?
  2. If yes, what number is the call forwarded to?
  3. If no, how do we improve off hours reporting?
 Roger will be working on the process with the Water Manager Chris.
  
- Pat Paradise asked about status of the Shop/Golf course land survey. Roger reported we are waiting for the final stamped surveyor’s report. It was recommended to combine the parcels into one lot to ensure correct setbacks going forward. Roger will propose combining to the Board when surveyor’s report is received

#### FINANCIAL REPORT:

- 1) **Water System Financial Report** – Deferred until year end reports can be finalized.
- 2) **Accounts Payable / Receivable update** – *Month ended August 2022*
  - a. Rhonda is doing an excellent job working with members to get accounts > 90days current. Of the 33 accounts in this category, 27 have been collected or payment plans arranged!
  - b. A significant cost will show up for Well #6 payment, \$18,000.
  - c. Don received over \$100,000.00 in HOA water billing transferers. These have hopefully already been accounted for.
  - d. Discussion regarding review of the monthly financial report. If we delay review of the monthly financial report by a month, the data will have time to be accurately collected, reviewed, and submitted to the water committee.
- 3) **Cash Accounts, CD & Money Market Review:** *See attached Water Cash Accounts for Month ended August 2022*
  - a. CDs are up slightly from previous month
  - b. \$125,000.00 has been transferred to Edward Jones and they are in the process of purchases per Lake Limerick’s guidance.
- 4) **Ampstun:** Rhonda and Shauna have been learning how to run various reports. They have learned how to run a report showing how much money is collected for each of the reserve accounts.

*\*Motion made by Anne Moen to approve the September financials with the acknowledgement that a large section will be reviewed in November. Seconded by Wally Montz and carried with no nays.*

## WATER SYSTEM MANAGER'S REPORT: CHRIS MCMULLEN

- 1) **Mangers Report & Consumption Spreadsheet** – See attached **October's** Manager's Report Referencing for September's Data.
  - 7,006,400 gallons pumped
  - 6,495,268 gallons metered
  - 7.3% loss
- 2) **Project Status:**
  - **Well #2 project:** Chris will set up meeting with bidders to have them breakdown the electrical and SCADA information. At this time without filtration the cost is estimated around 20k.
  - **Backflow customer survey & testing update:** Chris is working on updating the survey.
- 3) **Maintenance status:**
  - **Customer meter maintenance:** In the off season the grounds crew will help Chris with meter maintenance.
  - **System leaks and repairs-** Water leak on Peebles Ct. has been corrected.
- 4) **Water Sample testing:** Both water coliform samples for September came back satisfactory.
- 5) **Water sample station installation:**
  - Two areas have been potholed for sample equipment to be installed
  - Equipment / supplies has been received for all sample station installations
- 6) **Source Meters** – Chris is still working to find equipment that will work with our current electronic meter reading software. Having automated equipment is more efficient.

## MOTIONS TO THE BOARD:

All motions except one passed. The name change for the water committee will be put on hold until the Water By-laws are changed.

## UNFINISHED BUSINESS:

- 1) **Water System Plan Completion-** Don continues to work on incorporating committee members edits and comments into the draft plan before submitting. His goal is to have it completed in a couple of weeks for the committee and board to review.
- 2) **Fencing –**
  - Chris has received a bid from one company for approximately 12k to fence well 3, one company would not bid due to rugged terrain, and Chris is contacting one other company.
  - Committee agreed this is a job that needs to be done by a professional company for many reasons.
  - Chris will have an update for the committee in two weeks.

- If Chris receives more information to warrant moving forward, the committee may hold an e-vote.

**3) Hydrant issues** – Lake Limerick has received a bill and no further changes. RH2 will be submitting the information to Chris, and he will follow up on the time frame for the official report.

#### NEW BUSINESS:

- 1) Billing insert** – Discussed various ideas for the insert. Topics to possibly go along with the seasons and latest updates from the Water Committee.
- 2) Steel roadway plates** – Chris researched the cost of steel roadway plates and found it is most economical to rent them when they are needed.
- 3) Motion to officially delay approval of Financial Reports by one month** – Due to the short turn around between the end of the month and the Water Committee meeting, it is challenging for the office accountant to thoroughly prepare a month end report.

*\*Motion made by Wally Montz to have the financial reports delayed by one month on a regular basis. Seconded by Anne Moen and carried with no nays.*

- 4) Reserve account distribution of the new \$4.00 month member payment** – The new water fee increase of \$4.00 a month coming from each account and going to reserves needs to be divided between the mainline and the water capacity account.

*\*Motion made by Dan Cossano to allocate \$3.00 to the water mainline account and \$1.00 going to the water capacity account, making it a monthly total of \$8.00 going to the mainline account and \$4.00 going to the water capacity account monthly from each members payment. Seconded by Wally Montz and carried with no nays.*

- 5) Approval of cash reserves payment transfer process between banks and Edward Jones** – A standard operating procedure (SOP) for transfer of funds between Lake Limerick Water and Edward Jones automatically every month. With the Ampstun software refining the process and keep the flow of money consistent.

*\* Motion made by Anne Moen to approve the SOP for money transfer to Edward Jones automatically every month. Seconded by Sue Hearron and carried with no nays.*

#### **Announcements:**

HOA Semi-Annual Meeting: Saturday, October 15<sup>th</sup> @1:00pm

Next meeting: November 12th, 8:30 AM

Location: Zoom for committee members and guests

**Motion to adjourn to closed session if needed:** NO Items

**Adjourn:**

\***Motion** made by Anne Moen to adjourn the meeting, seconded by Sue Hearron, and carried with no nays

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**Action Items**

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- ✓ Chris to set up meeting with contractors to receive bid break down for well #2 repairs.
- ✓ Chris will have an update on fencing bids for well #3 in two weeks.
- ✓ Follow up with RH2 for official hydrant report timeline.
- ✓ Don is working on the system plan and hoping to have it out for committee and board review in a couple of weeks.

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**Motions for the Board**

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- *\*Motion made by Wally Montz to have the financial reports delayed by one month on a regular basis. Seconded by Anne Moen and carried with no nays.*
- *\*Motion made by Dan Cossano to allocate \$3.00 to the water mainline account and \$1.00 going to the water capacity account, making it a monthly total of \$8.00 going to the mainline account and \$4.00 going to the water capacity account monthly from each members payment. Seconded by Wally Montz and carried with no nays.*
- *\* Motion made by Anne Moen to approve the SOP for money transfer to Edward Jones automatically every month. Seconded by Sue Hearron and carried with no nays*



# Lake Limerick Water

## Manager's Report October 6, 2022 (Referencing for September 2022)

October 6, 2022

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

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:

\*Please see attached spreadsheet

### Customer Inquiries/Locates:

LLWS had 18 regular locates and 1 Emergency locates.

LLWS had 3 requests for water service.

### Water Sampling:

LLWS performed regularly scheduled water coliform sampling for the month of September, both samples were satisfactory.

We will be doing PFAS sampling in the near future through a free DOH program. This sampling is not currently required but will be in the near future.

### Other items

Water service shut off's- At the beginning of the month he has 65 accounts overdue owing at total of \$33,589 On September 26<sup>th</sup> when we shut of services we had 4 accounts overdue owing a total of \$5,940. Two of these accounts were not shut off as they are pending sale. Please see attached spreadsheet

The water leak on Peebles Ct. has been repaired.

Mike completed his distribution manger exam review and will be taking his exam this month (October)



### 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	1,254	1,153	819		629	13	61				6,049
Well #2	456	914	1,001	813	872		63	46	41				4,206
Well #3	4,276	5,817	3,471	1,261	1,624		9,244	7,218	3,086				35,997
Well #4	4,000	3,462	3,706	4,894	4,648		4,624	4,792	4,780				34,906
Well #5	1,399	427	435	409	787		165	14,564	122				18,308
Well #6	1,103	1,174	6,163	6,776	7,683		7,221	14,564	14,448				59,132
<b>total:</b>	12,451	12,697	16,030	15,306	16,433	0	21,946	41,197	22,538	0	0	0	158,598

### Gallons Per Kwh

												Gal/Kwh YTD	
Well #1	100	0	78	19	0		604	54	498				169
Well #2		0	0	0	0		0	0	0				0
Well #3	338	369	298		147		440	412	398				343
Well #4	380	371	381	404	450		475	459	475				424
Well #5	408	0	5	0	2		153	0	0				71
Well #6	0	53	218	214	240		231	240	241				179
<b>total:</b>	294	275	243	233	254		380	210	311	AVG Gal/Kwh combined =			299

### Historical Data

	Pumped	Sold	Loss
2010	69,790,309	66,840,300	4.2%
2011	60,958,882	56,483,665	7.3%
2012	57,963,886	54,775,298	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	66,784,811	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	65,090,958	8.5%
2021	66,707,700	63,814,600	4.3%
2022	47,444,700	44,984,672	5.2%
2023	47,444,700	44,984,672	5.2%
2024	47,444,700	44,984,672	5.2%
2025	47,444,700	44,984,672	5.2%

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

**6-13-2022 381 E. Ballycastle, Repair Water Service, 6, 24-2022 Repair Water Service to Restrooms at Hole #5, 6-24-2022, 471 E. Penzance Repair water service, 8-10-2022 Repair 4" water main coming from well #5 to E ST. Andrews,**