

## LAKE LIMERICK COUNTRY CLUB -WATER COMMITTEE MEETING

**Minutes** of November 12, 2022, 8:30 am

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

**Call to Order:** Meeting called to order by the Chair Kelly Evans.

**Members Attending:** Chairman Kelly Evans Secretary Anne Moen, Treasurer Don Bird and Members - Sue Hearn, Dan Cossano and Wally Montz (excused).

**Board Members:** John Ingemi and Mike Berni.

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

**Guests:** Dan Bussler 05/092

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### APPROVAL OF MINUTES –OCTOBER:

Item was missed during November's meeting. Electronic vote of approval was taken November 14<sup>th</sup>. A formal approval will be done at December's meeting.

*\*Electronic approval of October's meeting minutes with no edits was given by Don Bird, seconded by Dan Cossano and no objections.*

### COMMENTS FROM THE ACTING CHAIR:

Thank you for doing a great job convening the meeting last month!

### FINANCIAL REPORT:

**1) Accounts Payable / Receivable update – See attached month end September 2022**

- 2021-2022 fiscal year end financial report is not finalized.
- Thanks to Chris and Mike's hard work internally, professional fees have declined. Because they can do work in house their supply cost has increased.
- Rhonda is still doing an excellent job working with members to get accounts over 90 days paid or payment schedule set up.
- Discussion regarding collections and how to properly move forward. Need to work with the financial committee.

**2) Cash Accounts, CD & Money Market Review:** *See attached Water Cash Accounts for Month ended September 2022*

- Don and Shauna continue to work on an SOP to automatically move money to Edward Jones.
- Reserves are not accurately showing in the cash accounts at this time.
- CD interest calculations need to be reviewed and verified.
- \$120,000 moved from Heritage to Edward Jones water account, the current interest earned is between 3.8- 4.0%.
- Don will work with Shauna to have column headers added to the Cash Account report.
- Depreciation needs to be tracked. Don or Sue to follow up with Esther on how this has been tracked in the past.
- Kelly has not yet been added as an authorized signer for the water bank accounts. John will make sure Kelly is added.

**3) Ampstun:** Don is still working on familiarizing himself with the useful reports Ampstun has to offer.

**4) I-Bonds:** Per Dan Cossano's recommendation, Don researched and reviewed the process. Currently the interest rate is 9.6% and each tax entity may purchase 10,000 I-Bonds at a time.

*\*Motion made by Anne Moen to approve the September financials. Seconded by Sue Hearron and carried with no nays.*

**WATER SYSTEM MANAGER'S REPORT: CHRIS MCMULLEN**

**1) Mangers Report & Consumption Spreadsheet** – See attached **November's** Manager's Report Referencing for October's Data.

- 5,038,700 gallons pumped
- 4,731,371 gallons metered
- 6.1% loss
- The consumption spread sheet is still a work in progress. Oddities continue to arise, but Chris and Don are investigating them.
- DOH is still working on the PFAS sampling protocol.

**2) Project Status:**

- a. Well #2 project:** Chris and Don met with Coast Controls. Coast Controls was able to fully explain the bid – why certain upgrades are needed and issues regarding the VFD. The bid is \$14,000.00, Chris will touch base with Coast Controls to request an extension on the offer to prepare a Project Approval Request (PAR) for well #2 repairs.
- b. Well 3 Fencing:** New bids are needed.

**3) Water Sample testing:** October samples came back satisfactory.

**4) Water sample station installation:**

- Approximately 5 -6 months to get all the stations set up.

**5) Source Meters** – Chris is working with the manufacturer to locate meters that will accurately meter the water flows.

#### MOTIONS TO THE BOARD:

All motions passed from October's meeting.

#### UNFINISHED BUSINESS:

**1) Water System Plan Completion-** Don has sent out the first draft plan for review. Don is editing the document wording. Committee is anticipating the final draft to be done by the end of 2022 for the board to review.

**2) Navy Railroad Seismic Upgrade Project-**

- Contractor did not show up to the county meeting the beginning of November.
- The County was not aware of permits.
- Lake Limerick is in the process of gathering as much information about the whole project.
- It was acknowledged during the meeting that the contractor is to have temporary water service while performing the repair.
- Chris will meet with Doug Eklund to get receive an updated drawing of the project.
- Traffic will not be rerouted through Lake Limerick during the project. Infrastructure can not handle the height or weight of some vehicles.

**3) Hydrant issues –**

- Dave Mats with RH2 is going to send paper plans to Chris for color coding hydrant lids.
- Hydrants will need to also have identifier tags.
- Chris and Kelly will meet and discuss next steps to keep the hydrant unbagging project moving forward.

**4) Short- and Long-Range Plans** – Committee has set a goal of January to have a meeting in the Crow's Nest to discuss plans.

**5) Miscellaneous Fees and Costs –**

- Don, Sue, and John will discuss a fee schedule with Chris's input to make sure costs are accurately reflected. The fee schedule will be presented to the committee.

- Discussion regarding possible fee changes to meter locking and meters intermittently not in use.

#### NEW BUSINESS:

- 1) **Forgiveness Requests-** Committee decided guidelines need to be developed along with a consistent process for all requests. Guidelines were discussed and will be revisited next meeting.
- 2) **Loans and Grants-** Chris will be meeting with DOH to discuss options for grants and low interest loans. These options may be necessary for large projects possibly coming.
- 3) **Vice Chair** – Anne Moen has agreed to take on the Vice Chair role.
- 4) **Finance Committee Representative** – Don will mentor Sue until she is comfortable taking this role on solely. John will also help Sue if need be. With Sue's expertise and background in this subject, the committee is more than confident she will do a great job representing the Water Committee.
- 5) **Billing Insert** – Next topic will be wrapping up pipes to keep from freezing.

#### Announcements:

Next meeting: December 10<sup>th</sup>, 8:30 AM

Location: Zoom for committee members and guests

**Motion to adjourn to closed session if needed:** Motion made by Don Bird to go into a closed session to discuss personnel and contractor issues. Seconded by Anne Moen and carried with not nays.

**Motion to return to Open Session:** Anne Moen made a motion to move back to open session, seconded by Sue Hearn and carried with not nays.

**Motions from closed session:** No motions were made during the closed session.

#### Adjourn:

\***Motion** made by Don Bird to adjourn the meeting, seconded by Sue Hearn, and carried with no nays

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### Action Items

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- Don and Shauna to continue working on an SOP to automatically move money to Edward Jones.
- Don will work with Shauna to have column headers added to the Cash Account report.
- Don or Sue to follow up with Esther on how depreciation has been tracked in the past.

- Don is editing the draft Water System Plan.
- John will make sure Kelly is added as an authorized signer for the water bank accounts.
- Chris will prepare a Project Approval Request (PAR) for well #2 repairs and verify with Coast Controls that the bid prices will be good after December 1 (after the quote deadline).
- Chris is working with the manufacturer to locate meters that will accurately meter the water flows.
- Chris will meet with Doug Eklund to get receive an updated drawing of the project.
- Chris and Kelly will meet and discuss next steps to keep the hydrant unbagging project moving forward.
- Chris will be meeting with DOH to discuss options for grants and low interest loans.
- Don, Sue, and John will discuss a fee schedule with Chris's input to make sure costs are accurately reflected.

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### Motions for the Board

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**No Motions for the Board during November's meeting.**

# Lake Limerick Water Systems

## BUDGET TO ACTUAL

Month Ended Sept 30, 2022

Variance	Month Budget	Month Actual		Year to Date Actual	Year to Date Budget	Variance	2022 Budget	% of Budget
			<b>Revenue</b>					100.0%
(9,774)	74,660	64,886	Gross Revenue Water	704,977	855,735	(150,758)	855,735	82.4%
1,500	0	1,500	Meter Insatallation	7,264	0	7,264	0.00	
11,000	-	11,000	Reserves	130,754	-	130,754	-	
-	-	-	Miscellaneous Income	13	-	13	-	
-	-	-	Refunds	(6,587)	-	(6,587)	-	
<b>2,726</b>	<b>74,660</b>	<b>77,386</b>	<b>Total Revenue</b>	<b>836,420</b>	<b>855,735</b>	<b>(19,315)</b>	<b>855,735</b>	<b>97.7%</b>
			<b>Operating Expenses</b>					
0	-	-	Bad Debt	1,610	-	1,610	-	
644	1,300	1,944	Fuel/Gas Expense	9,190	11,800.00	(2,610)	11,800.00	77.9%
(148)	400	252	Auto Repair & Maintenance	491	4,000.00	(3,509)	4,000.00	12.3%
(15)	80	65	Bank Service Charges_	691	900	3,200	900	76.7%
(1,004)	1,100	96	Computer and Internet Expenses	5,280	12,000	(6,720)	12,000	44.0%
(100)	100	0	Dues & Subscriptions	2,341	3,000	(659)	3,000	78.0%
(121)	300	179	401k	2,038	3,500	(1,462)	3,500	58.2%
0	0	0	New Hire Expense	11	800	(789)	800	1.4%
110	250	360	Education & Training	3,230	3,000	230	3,000	107.7%
(100)	100	0	Employee Expense other	0	1,200	(1,200)	1,200	0.0%
8,545	13,950	22,495	Salaries & Wages	224,895	164,850	60,045	164,850	136.4%
744	1,640	2,384	Payroll Expenses	21,599	19,300	2,299	19,300	111.9%
430	270	700	Payroll Tax Expense	822	3,200	(2,378)	3,200	25.7%
1,598	650	2,248	Equipment Rental	5,046	7,800	(2,754)	7,800	64.7%
(978)	1,790	812	General Liability Expense	11,068	12,900	(1,832)	12,900	85.8%
(683)	1,300	617	Health Insurance	7,359	15,000	(7,641)	15,000	49.1%
816	0	816	Interest Expense	1,903	1,160	743	1,160	164.0%
(750)	750	0	Legal Expenses	0	9,000	(9,000)	9,000	0.0%
(300)	300	0	License & Permits	2,655	3,000	(345)	3,000	88.5%
(37)	120	83	Meals and Entertainment	433	800	(367)	800	54.1%
(670)	670	0	Merchant Account Charges	8,929	7,500	1,429	7,500	119.1%
(20)	20	0	NSF Check Fees Returned Items	104	100	4	100	103.5%
23	70	93	Office Supplies	665	1,100	(435)	1,100	60.4%
(50)	50	0	Office Expense	2,587	2,700	(113)	2,700	95.8%
315	1,040	1,355	Postage and Delivery	1,097	5,200	(4,103)	5,200	21.1%
(5,314)	12,500	7,186	Professional Fees	31,334	145,500	(114,166)	145,500	21.5%
(4,746)	4,900	154	Repairs and Maintenance	33,696	58,000	(24,304)	58,000	58.1%
(500)	500	0	Tree Felling / Trimming	0	5,000	(5,000)	5,000	0.0%
(250)	250	0	Small Tools and Equipment	2,047	3,200	(1,153)	3,200	64.0%
(402)	650	248	Supplies	33,828	7,500	26,328	7,500	451.0%
(172)	3,750	3,578	Taxes - Public Utility	32,669	32,845	(176)	32,845	99.5%
391	300	691	Telephone Expense	3,138	3,600	(462)	3,600	87.2%
(250)	250	0	Travel Expense	6	2,500	(2,494)	2,500	0.3%
(100)	100	0	Uniforms	585	1,000	(415)	1,000	58.5%
1,575	2,200	3,775	Utilities	24,709	26,400	(1,691)	26,400	93.6%
293	450	743	Water Testing	1,349	5,000	(3,651)	5,000	27.0%
<b>(1,224)</b>	<b>52,100</b>	<b>50,876</b>	<b>Total Operating Expenses</b>	<b>477,402</b>	<b>584,355</b>	<b>(106,953)</b>	<b>584,355</b>	<b>81.7%</b>
<b>3,950</b>	<b>22,560</b>	<b>26,510</b>	<b>Operating Income (Loss)</b>	<b>359,018</b>	<b>271,380</b>	<b>87,638</b>	<b>271,380</b>	<b>132.3%</b>
(184)	200	16	Interest Income	211	2,400	(2,189)	2,400	8.8%
<b>3,767</b>	<b>22,760</b>	<b>26,527</b>	<b>Net Income (Loss)</b>	<b>359,229</b>	<b>273,780</b>	<b>85,449</b>	<b>273,780</b>	<b>131.2%</b>

**CASH ACCOUNTS****September 2022****WATER**

Heritage	Checking-8937	Water Operating	\$	214,655.48	\$	214,655.48		
	Money Market-8953	Water Mainline	\$	15,004.99			\$	15,004.99
	Money Market-8945	Well #6 Reserves	\$	15,003.18			\$	15,003.18
OCCU	Checking-0216S50	Water Committee	\$	76,700.23	\$	76,700.23		
	Savings-0216S7	Water Committee	\$	102,435.51			\$	102,435.51
Edward Jones #11177	various length investments	LLWS Mainline Reserve	\$	586,166.64			\$	586,166.64
Edward Jones #20044	various length investments	LLWS Capacity Reserve	\$	322,973.32			\$	322,973.32

Upcoming Accounts Payable	\$42,224.33
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Total Water	\$	1,332,939.35	\$	291,355.71	\$	102,435.51	\$	939,148.13
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TOTAL:	\$	2,748,751.86	\$	291,355.71	\$	102,435.51	\$	2,172,648.84
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# EDWARD JONES INVESTMENTS

September-22

<u>Acct No.</u>	<u>Type</u>	<u>Value</u>	<u>Purchase date</u>		<u>Rate</u>	<u>Maturity Date</u>	<u>Maturity Value</u>	<u>Interest at Maturity</u>	<u>FDIC Insured</u>	2022
WATER										
841-11177-1-9	Cert of Deposit	\$ 29,997.60	7/1/2022	Kearney Bank NJ	2.00%	10/3/2022	\$ 29,998	\$ 154.51	yes	\$ 29,998
Main Line	Cert of Deposit	\$ 29,979.60	4/12/2022	Bank Hapoalim	0.90%	10/12/2022	\$ 29,980	\$ 135.28	yes	\$ 29,980
	Cert of Deposit	\$ 99,946.00	7/29/2022	Union Bank Morrison VT	2.30%	10/31/2022	\$ 99,946	\$ 592.01	yes	\$ 99,946
	Cert of Deposit	\$ 49,825.00	2/18/2022	Bank of China	0.45%	11/18/2022	\$ 49,825	\$ 167.70	yes	\$ 49,825
	Cert of Deposit	\$ 105,621.58	6/13/2022	Mizrahi Tefahot Bk Ltd	1.45%	12/13/2022	\$ 105,622	\$ 767.85	yes	\$ 105,622
	Cert of Deposit	\$ 31,809.60	3/23/2022	Bank of China	0.70%	12/23/2022	\$ 31,810	\$ 167.76	yes	\$ 31,810
	Cert of Deposit	\$ 81,760.56	7/29/2022	Discover Bank Greenwood	2.60%	1/26/2023	\$ 81,761	\$ 1,054.15	yes	\$ 81,761
	Cert of Deposit	\$ 49,883.00	9/21/2022	Synovus Bank Columbus GA	3.35%	3/21/2023	\$ 49,883	\$ 828.67	yes	\$ 49,883
	Money Market	\$ 107,343.70		Edward Jones	0.01%				Yes	
		<u>\$ 586,166.64</u>								
WATER										
841-20044-1-1										
Well Reserve	Cert of Deposit	\$ 25,982.32	4/12/2022	Bank Hapoalim	0.90%	10/12/2022	\$ 25,982	\$ 117.24	Yes	\$ 25,982
	Cert of Deposit	\$ 72,961.31	7/29/2022	Security Bank & Trust	2.25%	10/28/2022	\$ 72,961	\$ 409.28	Yes	\$ 72,961
	Cert of Deposit	\$ 74,817.75	9/23/2022	East-West Bk Pasadena CA	0.03%	3/23/2023	\$ 74,818	\$ 12.43	Yes	\$ 74,818
	Cert of Deposit	\$ 75,401.88	9/20/2022	Discover Bk Greenwood Del	3.30%	9/20/2023	\$ 75,402	\$ 2,488.26	Yes	\$ 75,402
	Cash	\$ 73,810.06		Edward Jones	0.01%				Yes	
		<u>\$ 322,973.32</u>								





# Lake Limerick Water

## Manager's Report November 10, 2022 (Referencing for October 2022)

November 10, 2022

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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 8 regular locates and 1 Emergency locate.

LLWS had 2 requests for water service.

### Water Sampling:

LLWS performed regularly scheduled water coliform sampling for the month of October, 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

Mike passed his WDM1 Exam

Winterizing piping at pump stations, etc.



# 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	98,300	21,900	0	16,600	380,200	0	30,800	0			669,300
Total Volume Produced Well #2	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Volume Produced Well #3a	623,900	924,600	448,100	46,400	102,900	392,400	1,749,100	1,281,000	523,600	72,200			6,164,200
Total Volume Produced Well #3b	822,000	1,221,100	587,200	72,000	135,500	519,400	2,315,500	1,695,000	701,500	105,700			8,174,900
Total Volume Produced Well #4	1,520,400	1,285,400	1,410,800	1,975,100	2,090,000	1,886,000	2,196,700	2,198,600	2,271,500	2,386,300			19,220,800
Total Volume Produced Well #5	570,600	0	2,000	0	1,900	0	25,300	0	0	0			599,800
Total Volume Produced Well #6	0	61,700	1,344,700	1,446,900	1,843,600	1,986,600	1,641,900	3,494,900	3,479,700	2,474,500			17,774,500
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:	3,658,400	3,492,800	3,891,100	3,562,300	4,173,900	4,801,000	8,308,700	8,669,500	7,007,100	5,038,700	0	0	52,603,500

## TOTAL VOLUME CONSUMED

2 A. Water Volume Metered (Billed and Unbilled)	3,334,678	3,260,076	3,569,965	3,426,827	4,020,839	4,600,861	8,892,913	8,132,392	6,495,268	4,712,971			50,446,790
2 C. Estimated Authorized Uses (may be billed or Unbilled)													0
Utility Flushing and Tank Cleaning			2,000		1,900								3,900
Firefighting and Training													0
Tank Level Difference						35,500	-23,800	-1,100	600	17,900			29,100
Other: Well flush							35,000		500	500			36,000
Distribution storage - Allowed													0
2. Total Authorized Consumption	3,334,678	3,260,076	3,571,965	3,426,827	4,022,739	4,636,361	8,904,113	8,131,292	6,496,368	4,731,371	0	0	50,515,790

Total Volume DSL	323,722	232,724	319,135	135,473	151,161	164,639	-595,413	538,208	510,732	307,329	0	0	2,087,710
Percent DSL	8.8%	6.7%	8.2%	3.8%	3.6%	3.4%	-7.2%	6.2%	7.3%	6.1%			4.0%

Year to Date Total DSL:	4.0%	Compliance with leakage standard is based on a 3-year average from last three submitted years	12.4%
		Next years 3 year average based on current data	5.8%

Water Rights Data	Right (acrf/yr)		Total	Acre-feet used	%Water right used	WR allocated (AFY)	WR allocated (%)	MIFR (Qi) GPM
	AFY (Qa)	% of total						
5566-A (G2-08049) AHA-974 S05 Well #1	117	16.7%	669,300	2.1	1.8%	2.1	0.3%	100
5587-A AHA-978 S02 Well #2	166	0.0%	0	0.0	0.0%	56.4	8.1%	200
5888-A (G2-08834) AHA-976 S03 Well #3A	84	12.0%	6,164,200	18.9	22.5%	18.9	2.7%	100
APP G2-29483 AHA-975 S06 Well #3B	254	36.3%	8,174,900	25.1	9.9%		0.0%	210
7012-A (G2-09889) AHA-973 S04 Well #4	79	11.3%	19,220,800	59.0	74.7%	59.0	8.4%	100
G2-27215 AHA-977 S07 Well #5*	152	15.0%	599,800	1.8	1.2%		0.0%	190
G2-27443 S08 Well #6*	160	15.8%	17,774,500	54.5	34.1%		0.0%	200
Total AFY without supplementals	700	107.1%	52,603,500	161.4	23.1%	136.3	19.5%	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	1,254	1,153	819		629	13	61				6,049
Well #2	456	914	1001	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

Gallons Per Kwh													Gal/Kwh YTD	
	Well #1	100	0	78	19	0		604	0	505				163
	Well #2		0	0	0	0		0	0	0				0
	Well #3	338	369	298		147		440	412	397				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		227	240	241				179
	total:	294	275	243	233	254		379	210	311	AVG Gal/Kwh combined =			332

### 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	52,603,500	50,515,790	4.0%
2023	52,603,500	50,515,790	4.0%
2024	52,603,500	50,515,790	4.0%
2025	52,603,500	50,515,790	4.0%

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

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,