

LAKE LIMERICK COUNTRY CLUB -WATER COMMITTEE MEETING

Minutes of January 14, 2023, 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, and Treasurer Don Bird.
Members - Sue Hearn, Dan Cossano and Wally Montz (excused).

Board Members: John Ingemi, Mike Berni, Dean Dyson & Pat Paradise.

Employees Attending: Water System Manager Chris McMullen, CAM- Roger Milliman, Rhonda Hunt and Christy Smith

Guests: Dan Bussler 05/092

APPROVAL OF MINUTES –**DECEMBER:**

*Motion made by Don Bird to approve November’s Minutes, seconded by Anne Moen, and carried with no nays.

COMMENTS FROM THE CHAIR:

Kelly discussed that the water committee has a lot of work to do this next year to continue the good progress already made this last year. He outlined the following high priorities for the year.

• Hydrant next Steps Clarification	• Ampstun System– Use to full Potential
• Fee Schedules	• Water System Plan Finalize
• 2023 – 2024 Budget	• Improve Communications with the Community
• Resolve Water Office Plans	• Create Forgiveness Policy Details

Water CAM report 01.14.2023

We have been working with HCC developing an installation plan for our new telephone system. For calls to the Water Office, the plan is for customers to leave a voice message if unanswered and the message be auto forwarded to Chris's mobile phone to determine appropriate action during business and off hours. For calls to the office, there will be a calling tree option to connect for HOA and Water billing support.

For the purpose of combining the shop and hole #9 golf course parcels, I have requested support from the Board based on the County response.

For the Navy trestle retrofit project, we are waiting for the Department of Health's approval for 2 easements on Navy property - for a temporary water mainline during construction and for a final install under Mason Lake Road. When approved they will be sent to the Navy.

I have a fire hydrant updates:

- I previously contacted our insurance agent regarding fire flow coverage. LL learned that coverage is not available for not supplying adequate fire flow.
- I subsequently contacted our attorney sharing the insurance agent response and RH2 Engineering's hydrant flow analysis dated August 26, 2022. RH2 stated that the hydraulic fire flow gpm model *might* be available from the pipe network based on pipe sizes, lengths and materials. That the model does not represent what is legally or safely available to water customers. That the closed system and pump control does not allow the system to provide large flows without violating WA State DOH pressure and velocity requirements.
- I asked the attorney if LL could be litigated for not providing adequate fire flow if the hydrants are activated. LL learned:
 - LL is not responsible for providing hydrant fire flow because it was not a requirement of the original plat nor water plan.
 - That if the hydrants are activated and cannot provide adequate fire flow, LL could be exposed to liability based on case law.

- I forwarded this information to the LL Board President. Hydrants are on the next Board agenda.

FINANCIAL REPORT:

1) Accounts Payable / Receivable update – *See attached month end November 2022 & AR Cycle Ending 1/7/2023*

- Accounts are looking good, besides the increase in insufficient checks.
- Operating income is ahead of budget.
- Accounts over 90 days has reduced from \$18,000.00 down to \$15,000.00. 14 water shutoffs were done; however, a majority were turned back on with payment compliance.

2) Cash Accounts, CD & Money Market Review: *See attached Edward Jones Investments for Month ended November 2022*

- Shauna is continuing to research a way to report interest earned on a monthly or quarterly basis.
- Shauna will begin to incorporate water savings into Edward Jones spreadsheet.
- The reserve account was not ready for this meeting. The new process is still being smoothed out.
- Per the guidance of Lake Limerick’s Financial Advisory Team, Scott Davis with Edward Jones will invest money in 3–6-month accounts to take advantage of high interest rates.
- A discussion of defining “members in good standing” if they had a water account over 90 days. This is a subject for the Board to address.

3) Ampstun Utility Billing

- Still becoming familiar with the system to take full advantage of its capabilities.

4) End-of Fiscal Year (2021 – 2022) Report

- The report is getting close to complete. The general ledger needs to be cleaned up.

**Motion made by Anne Moen to approve the November financials. Seconded by Dan Cossano and carried with no nays.*

FINANCIAL ADVISORY TEAM LIAISON REPORT – SUE HEARRON

- New name - ***The Financial Advisory Team***
- The focus of the group is on a legal process to collect overdue HOA fees and shut off water as needed as result of overdue unpaid HOA fees.
- Also working on form letters.

1) Mangers Report & Consumption Spreadsheet – See attached **January** Manager’s Report Referencing for December 2022 Data.

Total Water P0roduced	4,428,500
Total Authorized Consumption	3,511,169
Total Volume DSL & %	917,331 or 20.7%

- Leak on Saint Andrews is most likely the reason for the large loss of authorized water consumption, most likely the leak was happening before it was discovered.
- Coast Controls came out and fixed well #6 due to a fault it was having.

2) Project Status:

- **Well #2 Project:**
 - Chris has the PAR 95% completed. He is waiting for Coast Controls to send him additional information.
- **Well 3 Fencing:**
 - Chris was able to get additional bids for the fencing thanks to Sue’s help. An estimated itemized bid from Summit Fence came in at 6249.60.

**Motion made by Dan Cossano to approve the fence bid from Summit Fence CO after the bidder has been vetted. Motion seconded by Don Bird and carried with no nays.*

3) Water Sample testing: December’s routine samples came back satisfactory.

4) Meter Reading: Portions of the meters were read manually due to technical barriers. Kyle with Hood Canal Communications is helping to assess the situation. Don Bird has technical knowledge of the system and will work with Chris also to help solve the problem. Because it was a holiday, Chris was unable to reach the meter reading company help desk.

5) Water sample station installation: Should begin shortly when the weather improves.

6) Source Meters: Chris is working with General Pacific to get all the information needed, making sure components will be compatible.

7) Other:

- Chris is working on a new Logo decal for the Water truck and also signs for emergency situations.
- Discussion regarding adding a generator for back up situations and at what well it should be set up at. Well #4 and well #2 were discussed as being the top picks.
- Further research needs to be done before disinfection at well 2 is decided on.

MOTIONS TO THE BOARD:

Motions to the Board in December were all approved.

CORRESPONDECE FROM MEMBERS

No Correspondence this month.

UNFINISHED BUSINESS:

1) **Water System Plan Completion-**

- Kelly sent out two sections of the Water System Plan for the committee members to review (emergency response and the executive summary) and make comments. Once the draft is finished it will be reviewed by the BOD and then to Northwest Water and back to the BOD before being submitted to DOH.

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

- It is still unclear who is paying for what in this project.
- See CAM report above.

3) **Hydrant issues –**

- Roger and Kelly will meet and write a plan to present to the fire department for hydrant identification.
- A special meeting will be held Saturday January 28th from 9:00 am to 3:30pm discussing the water system plan and the details of the hydrant issues. A joint study session between the Water Committee and BOD was requested by board member Pat Paradise.

4) **Emergency Communication -** Once Mason County Department of Emergency Management upgrades their community alert system software a notification will be sent out to our community members to sign up.

NEW BUSINESS:

1) **Emergency Communications -**Make refrigerator magnets with important phone numbers for community members.

2) **Budget Plan 2023 – 2024 –**

- Each meeting we may start dedicating 20 minutes to this topic to start forward momentum.
- Discussions of how we will keep up with inflation will be necessary.

3) **Forgiveness Letter –** Chris will put together bulleted items he would like to see in the letter.

4) **Staff Communication –** Water chair may directly deal with the Water manager for tasks and work-related items. Committee members may need to communicate with staff in a respectful way. Roger and Kelly need and appreciate knowing what is going on.

Announcements:

Next meeting: February 11, 2022 @8:30 AM

Location: Zoom for committee members and guests

Motion to adjourn to closed session if needed: A closed session was not needed this month.

Motion to return to Open Session:

Motions from closed session:

Adjourn:

*Motion made by Don Bird to adjourn the meeting, seconded by Anne Moen, and carried with no nays.

Action Items

- Kelly should receive a DocuSign form to fill out form Heritage bank to become an authorized signer.
- Kelly and Chris to compose a follow up memo to the community regarding the Saint Andrews water leak.
- Don is editing the draft Water System Plan.
- Don Bird has technical knowledge of the electronic meter reading system and will work with Chris also to help solve the problem.
- Chris will reach out to Coast Controls to verify the bid price and then prepare a Project Approval Request (PAR) for well #2 repairs.
- Chris is working on a new Logo decal for the Water truck and signs for emergency situations.
- Chris will put together bulleted items he would like to see in the forgiveness letter.
- Chris and Rhonda to write a process for Meter Locks.
- Kelly and Roger will meet and write up Lake Limericks hydrant identification plan to submit to the fire department.
- Shauna will research a way to report interest earned on a monthly or quarterly basis.
- Make refrigerator magnets with important phone numbers for community members.

Motions for the Board

*Motion made by Dan Cossano to approve the fence bid from Summit Fence CO after the bidder has been vetted. Motion seconded by Don Bird and carried with no nays.

Lake Limerick
BUDGET TO ACTUAL
Month Ended Nov 30, 2022

Variance	Water HOA Budget	Water HOA Actual		Water HOA Actual	Water HOA Budget	Variance	Water HOA Budget	17%
Revenue								
\$ (4,771)	\$ 61,500	\$ 56,729	Water Metered	\$ 114,586	\$ 118,500	\$ (3,914)	\$ 721,800	
0	0	0	Meter Installation	0	0	0	15,000	
(10,988)	16,488	5,500	Water Reserves - Well	11,000	32,976	(21,976)	197,856	
11,000	0	11,000	Water Reserves - Main Line	22,000	0	22,000	0	
(4,759)	77,988	73,229	Total Revenue	147,586	151,476	(3,890)	934,656	16%
Cost of Goods Sold								
0	0	0	Total Cost of Goods Sold	0	0	0	0	
(4,759)	77,988	73,229	Gross Profit	147,586	151,476	(3,890)	934,656	16%
Operating Expenses								
(631)	1,167	536	Fuel/Gas Expense	1,567	2,330	(763)	14,000	11%
(375)	375	0	Auto Repairs & Maintenance	0	750	(750)	4,500	0%
(80)	80	0	Bank Service Charges	94	160	(66)	1,000	9%
0	0	0	Bad Debt Written off	(14)	0	(14)	500	-3%
(747)	1,000	253	Computer and Internet Expenses	362	2,000	(1,638)	12,000	3%
(250)	250	0	Dues and Subscriptions	0	500	(500)	3,000	0%
(103)	220	117	Employee Expense	322	1,190	(868)	8,310	4%
0	0	0	Equipment Rental	99	1,500	(1,401)	9,000	1%
(890)	3,175	2,285	Insurance Expense	4,498	6,350	(1,852)	41,970	11%
0	0	0	Interest Expense	0	816	(816)	816	0%
(1,801)	17,300	15,499	Labor	31,672	32,600	(928)	191,300	17%
(425)	425	0	Legal	0	825	(825)	5,000	0%
0	200	0	Licenses and Permits	70	400	(330)	2,400	3%
0	0	0	Meals & Entertainment	0	250	(250)	1,000	0%
(750)	750	0	Merchant Account Charges	786	1,500	(714)	9,000	9%
134	0	134	NSF Check Fees Returned Items	134	25	109	100	134%
(100)	100	0	Office Expense	0	200	(200)	1,200	0%
(13)	90	77	Office Supplies	77	180	(103)	1,100	7%
111	1,320	1,431	Payroll Expenses	2,968	2,485	483	14,580	20%
(46)	50	4	Payroll Tax Expense	9	100	(91)	600	2%
0	0	0	Postage and Delivery	0	675	(675)	2,700	0%
(758)	7,500	6,742	Professional Fees	7,938	14,000	(6,062)	84,000	9%
(5,000)	5,000	0	Repairs and Maintenance	438	10,000	(9,562)	60,000	1%
0	0	0	Tree Felling / Trimming	0	1,650	(1,650)	5,000	0%
0	0	0	Small Tools and Equipment	0	1,100	(1,100)	4,500	0%
(907)	1,000	93	Supplies	421	2,000	(1,579)	16,000	3%
210	2,700	2,910	Taxes - Public Utility	6,173	5,400	773	34,100	18%
(58)	325	267	Telecommunication Expense	466	650	(184)	4,000	12%
0	0	0	Travel Expense	0	850	(850)	3,400	0%
0	0	0	Uniforms	0	700	(700)	2,000	0%
523	1,700	2,223	Utilities	4,714	3,670	1,044	25,560	18%
(400)	400	0	Water Testing	0	800	(800)	5,000	0%
0	0	0	Miscellaneous Expense	0	18,123	(18,123)	18,123	0%
(12,556)	45,127	32,571	Total Operating Expenses	62,794	113,779	(50,985)	585,759	11%
7,797	32,861	40,658	Operating Income (Loss)	84,792	37,697	47,095	348,897	24%
Other Income								
9	0	9	Interest Income	17	0	17	10,000	0%
7	0	7	Water - Interest Income	14	0	14	0	
7,813	32,861	40,674	Income (Loss) Before Income Taxes	84,823	37,697	47,126	358,897	24%

LAKE LIMERICK WATER SYSTEM

AR

As Of Period Ending 1/7/2023

Cycle: 1

Sorted By: Account Number

Subtotaled By: Customer Type, Classification (AccountClass)

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

	12/8/2022 - 1/7/2023	11/8/2022 - 12/7/2022	10/8/2022 - 11/7/2022	10/7/2022 - Older	Balance
AccountClass - None					
AccountClass - None Totals	24.82	17.00	17.00	108.32	167.14
AccountClass - None Number of Accounts	1	1	1	4	4
Commercial Totals	24.82	17.00	17.00	108.32	167.14
Commercial Number of Accounts	1	1	1	4	4
AccountClass - None					
AccountClass - None Totals	53,229.63	12,729.16	3,419.89	14,992.74	84,371.42
AccountClass - None Number of Accounts	1,325	384	196	142	1,342
Residential Totals	53,229.63	12,729.16	3,419.89	14,992.74	84,371.42
Residential Number of Accounts	1,325	384	196	142	1,342
Grand Total	53,254.45	12,746.16	3,436.89	15,101.06	84,538.56
Grand Total Counts	1,326	385	197	146	1,346



Lake Limerick Water

Manager's Report January 14, 2023 (Referencing for December 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 7 regular locates and 1 Emergency locate.

LLWS had 1 request for water service.

Water Sampling:

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

Other items

Meter Reading- we had to manually read Approximately 50 water meters our reading system would not read, we are looking into this (ME meters would not read)

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		1,154	1,514	8,717
Well #2	456	914	1001	813	872		63	46	41		1005	1477	6,688
Well #3	4,276	5,817	3,471	1,261	1,624		9,244	7,218	3,086		1,992	1,692	39,681
Well #4	4,000	3,462	3,706	4,894	4,648		4,624	4,792	4,780		4,728	3,785	43,419
Well #5	1,399	427	435	409	787		165	14,564	122		1,141	1,298	20,747
Well #6	1,103	1,174	6,163	6,776	7,683		7,221	14,564	14,448		7,844	10,401	77,377
total:	12,451	12,697	16,030	15,306	16,433	0	21,946	41,197	22,538	0	17,864	20,167	196,629

Gallons Per KWh

													Gal/Kwh YTD
Well #1	100	0	78	19	0		604	54	498		109	219	168
Well #2		0	0	0	0		0	0	0		0	0	0
Well #3	338	369	298		147		422	412	398		173	807	374
Well #4	380	371	381	404	450		460	459	475		452	419	425
Well #5	408	0	5	0	2		153	0	0		0	94	66
Well #6	0	53	218	214	240		227	240	241		205	222	186
total:	294	275	243	233	254		368	210	311		0	283	295

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	58,045,000	54,104,877	6.8%
2023	58,045,000	54,104,877	6.8%
2024	58,045,000	54,104,877	6.8%
2025	58,045,000	54,104,877	6.8%

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,